

CODE ENFORCEMENT OFFICER

Non-Competitive for
Part-time

(Adopted: September 6, 1985)
(Revised: October 1, 1996)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code or a local fire and/or building code if approved by the State Fire Prevention and Building Code Council. An incumbent in this class provides for the coordination of all activities relevant to ensuring compliance with the appropriate laws, codes, rules and regulations. Work is performed under general supervision of the Board with leeway allowed for the exercise of independent judgment in carrying out details of the work in accordance with established policies and procedures. Supervision may be exercised over a small number of building and zoning personnel and/or clerical personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers and enforces all provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules and regulations pertaining to the construction or alteration of buildings and structures;

May administer and enforce codes, laws, rules and regulations as required by the municipal board which include but are not limited to: flood plan regulations, SEQRA, zoning, wetlands, subdivision and mobile home park regulations and coordination with DEC on various projects;

Prepares rules and regulations, application forms, building permits and certificates of occupancy for approval of the local governing body, to be used for the administration or enforcement of the various codes, laws, etc.;

Supervises, coordinates and participates in the inspection of various stages of construction as well as upon completion of construction of buildings and structures;

Issues, denies or revokes building permits and certificates of occupancy as required;

Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures;

Inspects, as necessary, buildings and structures for compliance with the fire prevention provisions of local regulations and/or State Uniform Fire Prevention and Building code;

Issues a certificate of occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code;

Prepares a variety of reports relevant to code enforcement activities for the municipal government;

Maintains accurate records on all transactions and activities including all applications received, permits and certificates issued, fees charged and collected, inspection reports and notices and orders issued.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials

and tools used in building construction; good knowledge of building trades; good knowledge of the State Uniform Fire Prevention and Building Code and local Zoning Code; good knowledge of the principles of fire prevention; ability to write clear and concise reports and to maintain records in an orderly manner; ability to establish and maintain cooperative relationships with other public officials, building contractors and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; integrity; thoroughness; tact; sound judgment; good physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and successful completion of Part 434 of the Minimum Standard for Code Enforcement Personnel within six-month probationary period.

OR

Graduation from high school or possession of high school equivalency diploma and either:

- (a) Possession of an Associate's Degree from a regionally accredited or New York State registered college or university with specialization in civil engineering, construction technology or a related field; or
- (b) Satisfactory completion of 60 semester hours at a regionally accredited or New York State registered college or university in a program leading to a Bachelor's Degree in civil engineering, construction technology, or a related field; or
- (c) Two (2) years of experience *in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) or (c) above.

*Experience as a qualified building inspector can be substituted for an equivalent amount of the above required experience.

AND

Successful completion of Part 434 of the Minimum Standard for Code Enforcement Personnel within the time limits set for under 434.5 (See Special Requirements listed below).

NOTE: This class requires reasonable access to transportation to meet field work requirements in a timely manner during the ordinary course of business.

SPECIAL REQUIREMENTS: Part 434.5 (a) and (b) of the Minimum Standards for Codes

Enforcement Personnel in the State of New York set the following basic training and time completion requirements for code enforcement personnel appointed after January 1, 1985:

(a) The Administrator shall certify code enforcement personnel as having successfully completed one or more of the training programs set forth in this part as follows:

Probationary and non-permanent code enforcement personnel scheduled to perform code enforcement duties an average of more than 20 hours per week shall successfully complete a certified basic training program within 18 months of initial appointment. Code enforcement personnel not appointed for probationary terms but appointed on other than a permanent basis and scheduled to perform code enforcement duties an average of between 10 and 20 hours per week shall successfully complete a certified basic training program within 24 months of initial appointment. Code enforcement personnel not appointed for probationary terms but appointed on other than a permanent basis and scheduled to perform code enforcement duties an average of less than 10 hours per week shall successfully complete a certified basic training program with 36 months of initial appointment. Training may be suspended during periods of non-service, but all periods of service shall be counted toward the fulfillment of the applicable requirements.

(b) Equivalent New York State Fire or Code Enforcement Training courses, federally-sponsored courses, courses taught at an accredited college or university or courses by a professional society may be substituted, in whole or in part as the case may be, for the specific course requirements contained in this Part. Adequate documentation regarding course content and attendance shall be submitted to the State Fire Administrator as a prerequisite to certification.