



Jurisdiction Class: Competitive OR
Non-Competitive/with-
populations under 5,000.
Civil Division: Towns/Villages
Adoption YCCSC: 4/3/1997
Revised by PO: 2/20/2014
Revised by PO: 6/10/2020
Revised by PO: 1/25/2021

CODE ENFORCEMENT OFFICER (Towns/Villages)

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for securing compliance with the New York State Uniform Fire Prevention and Building Code. The work is performed under general direction with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Inspects construction, erection, repair, alteration, demolition, removal or occupancy of all structures within the jurisdiction;
Enforces all fire prevention regulations for all structures within the jurisdiction in compliance with related codes;
Has responsibility for quality control of inspections based on standards from the New York State Uniform Fire Prevention and Building Code;
Acts as project coordinator assigned to coordinate special projects at the discretion of the Town/Village Board;
Responsible for the facilitation and administration of development strategies and expansion initiatives internally within the Town/Village and/or with cooperating agencies including, but not limited to: highway, public works, water/sewer, Finger Lakes Economic Development Center, Yates County, Village of Penn Yan, etc.;
May be responsible for development and administration of grants;
Acts as liaison between contractors, engineers and other service providers as assigned by the Town/Village Board;
Explains the requirements of the Code to building contractors and to the general public;
Investigates all complaints and follows-up with appropriate action;
Prepares and maintains a variety of records and reports;
Enforces zoning, housing codes, and historic commission regulations;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the New York State Uniform Fire Prevention and Building Code;
Thorough knowledge of modern practices, principles, materials and tools used in building construction;
Good knowledge of the proper installation of heating, lighting, ventilation and plumbing fixtures;
Ability to understand complex oral and written directions;
Ability to establish and maintain effective working relationships with government officials and the general public.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school; or possession of a high school equivalency diploma; and EITHER
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in Civil Engineering; Architecture; Building Science; Electrical, Mechanical or Construction Technology; Fire Science, or closely related field, AND one (1) year of full-time or equivalent part-time paid work experience in building construction (as a skilled construction worker); which must have involved building inspection; fire inspection, safety or prevention; or code enforcement activities; OR
- c) Three (3) years of full-time or equivalent part-time paid work experience as defined in (b); OR
- d) Any combination of training and experience equal to or greater than described in (b) and (c) above.

Note: Satisfactory completion of 60 credit hours of study from a regionally accredited or New York State registered college or university, may be substituted for an Associate's Degree.

SPECIAL REQUIREMENT FOR APPOINTMENT:

- a) Possession of an appropriate New York State Operator's license at the time of appointment and maintenance of

such license throughout the tenure of employment in the position; AND

- b) Satisfactory completion of the Certified Basic Training Program, as prescribed by the NYS Department of State's Division of Code Enforcement and Administration, TITLE 19 (NYCRR), PART 434, Minimum Standards for Code Enforcement Personnel in the State of New York, within one (1) year of employment;
- c) AND annual completion of mandatory in-service training and continuing education requirements.