

CODE ENFORCEMENT OFFICER (COUNTY)

DISTINGUISHING FEATURES OF THE CLASS: This position involves technical work in the review and approval of permits for the construction of County Buildings, as well as inspections during the construction phase. Regular operational inspections of all existing buildings are performed as well as maintenance of records. The work is performed under general supervision of the Emergency Preparedness Director/Fire Coordinator or Building Maintenance Supervisor with leeway allowed for exercise of independent judgment in carrying out the work. Supervision may be exercised over contractors. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews and determines disposition of applications for Building Permits, Certificates of Occupancy/Certificates of Compliance for buildings under the control of Yates County;

Reviews plans, specifications and construction documents submitted with such applications;

Issues Permits and Certificates to ensure compliance with the New York State Uniform Fire Prevention and Building Code, the Energy Code of the State of New York, and any pertinent County Local Law in regard to buildings under the possession or control of Yates County;

Conducts inspections during construction and prior to the issuance of Certificates and Permits and established occupancy numbers;

Performs inspections required or permitted under the New York State Uniform Fire Prevention and Building Code, the Energy Code of the State of New York, and any pertinent County Local Law and enforces these;

Reviews and investigates complaints;

Conducts home inspections for adoptive/foster families as requested by Social Services;

Maintains records of all building inspection program activities;

Conducts random field inspections of renovation, remodeling or construction work not otherwise required to be inspected under said laws;

Prepares and presents an annual report on all enforcement activities including the identification and remediation of violations;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of building trades; good knowledge of the State Uniform Fire Prevention and Building Code and the local Zoning Code; good knowledge of the applications of municipal building codes; good knowledge of all relevant state and federal regulations; ability to write clear and concise reports and to maintain records; ability to establish and maintain cooperative relationships with public officials, building contractors, and the general public; ability to read and interpret plans and specifications; ability to enforce provisions of various laws; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering, Architecture or Building Science or a related field and one year of experience in building construction, building inspection or code enforcement activities; or
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Engineering, Architecture or Building Science or a related field and three years of experience in building construction, building inspection or code enforcement activities; or
3. Graduation from high school or possession of a high school equivalency diploma and five years of experience as described in (a) or (b) above.
4. An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: 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.

NOTE: Candidates for appointment in this class will be required to complete mandated training as established by the New York State Department of State.

Jurisdiction Class:	Non-Competitive (PT)
Civil Division:	County
Adoption YCCSC:	4/3/97
Revised by PO:	5/21/10

