



## **DEPUTY CODE ENFORCEMENT OFFICER**

Jurisdiction Class: Competitive  
Civil Division: Towns/Villages  
Adopted by PO: 1/8/2019  
Revised by PO: 5/18/2021

### **DISTINGUISHING FEATURES OF THE CLASS:**

The Deputy Code Enforcement Officer assists the Code Enforcement Officer in enforcement of the New York State Uniform Fire Prevention and Building Code and local zoning and land use codes and regulations. Incumbents work under general supervision and may do office and field work. Does related work as required.

### **TYPICAL WORK ACTIVITIES (Illustrative Only):**

Prepares, files and serves notices of violation;  
Patrols municipality to find construction activity and codes violations;  
Assists the Code Enforcement Officer in conducting inspections;  
May conduct inspections of less complex projects under direction of the Code Enforcement Officer;  
Collects fees;  
Investigates and follows up on complaints in accordance with directions of the Code Enforcement Officer;  
Attends training required for the position;  
Attends a variety of meetings;  
Prepares a variety of reports, documents and correspondence and maintains a variety of files;  
Performs other duties as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the New York State Uniform Fire Prevention and Building Code, local zoning and land use regulations, and enforcement procedures;  
Ability to understand oral and written instructions;  
Ability to maintain effective working relationships with government officials, contractors, and the public;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a high school equivalency diploma; AND completion of a one (1) year certificate program in engineering or architecture technology or building trades, from a regionally accredited school or college; OR
- b) Graduation from high school or possession of a high school equivalency diploma including a BOCES building trades program; OR
- c) Graduation from high school or possession of a high school equivalency diploma; AND one (1) year of experience in construction trades, safety work or fire safety and prevention; OR
- d) An equivalent combination of education and experience as defined by the limits of (A) and (C).

NOTE: A total of 1,750 demonstrated hours of satisfactory service as a volunteer firefighter in firemanic training, inspection, prevention and extinguishing activities is acceptable as one (1) year of experience under (C) above.

### **SPECIAL REQUIREMENT FOR APPOINTMENT:**

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.