



Jurisdictional Class: Non-Competitive (PT)
Civil Division: County
Adopted by YCCSC: 04/03/1997
Revised by PO: 05/21/2010
Revised by PO: 10/01/2022

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 Director of Emergency Services and/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;
Performs other duties as assigned.

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:

- a) Graduation from high school; or possession of a high school equivalency diploma; and EITHER
- b) Possession of Bachelor's Degree in 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) Possession of an Associate's Degree in Engineering, Architecture, Building Science, Electrical, Mechanical or Construction Technology, Fire Science, or closely related field; AND Three (3) years 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
 - d) Any combination of training and experience equal to or greater than described in (b) and (c) above.

NOTE:

The applicant's higher education degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.”

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; AND
- c) Annual completion of mandatory in-service training and continuing education requirements.