

## JOB OPENING

**TITLE:** **ASSISTANT CODE ENFORCEMENT OFFICER (Part-Time)**  
(Non-Competitive/Permanent)

**DEPARTMENT:** Office of Community Development

**WAGE:** \$20/hour

### DISTINGUISHING FEATURES OF THE CLASS

The work involves assisting in the inspections of building construction and repair within a municipality and enforcing the provisions of local building and zoning laws and the New York State Uniform Fire Prevention and Building Code. The incumbent under the general direction of the Code Enforcement Officer is responsible for enforcing state and municipal standards for the construction of standards for safety and sanitary conditions. The incumbent enforces standards for the condition, occupancy, maintenance, conservation, rehabilitation and renewal of existing building structures, and premises and for the safeguarding of life and property therein and thereabout from the hazards of fire, explosion or release of toxic gases arising from the storage handling or use of combustible or hazardous substances, materials or devices. Does related work as required.

### TYPICAL WORK ACTIVITIES

Assists with the reviewing, checking and passing on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits;  
Assists with the inspection of buildings and structure in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws, including New York State Uniform Fire Prevention and Building Code;  
May issue building permits and furnishes the prescribed certificates of occupancy upon application;  
Explains the requirements of the local building code, local zoning ordinances and the New York State Uniform Fire Prevention and Building Code Law and other applicable laws to building contractors and to the general public;  
May provide removal of illegal or unsafe conditions and secures the necessary safeguards during construction;  
May order unsafe conditions in existing structures to be removed and arrange for condemnation notices to owners and builders or improper or hazardous structures;  
Inspects existing buildings and structures to ensure their conformity with safety standards and elimination of fire hazards;  
May conduct investigation of source, origin and circumstances of fire and fire prevention code;  
Investigates complaints and assists in prosecuting violations of the building and fire prevention code and zoning ordinances;  
Prepares periodic reports and keeps related records and may supervise a small-sized staff.

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

Good knowledge of practices, principles, materials and tools used in building construction;  
Good knowledge of the requirements of the local and New York State Fire Prevention and Building Code and Zoning Code;  
Good knowledge of the building trades;  
Fundamental knowledge of the principles of engineering and architecture;  
Good knowledge of fire prevention practices and procedures;  
Ability to inspect buildings and enforce provisions of building and fire prevention code;  
Ability to establish and maintain cooperative relationships with other public officials with building contractors and with the general public;  
Ability to read and interpret plans and specifications;  
Ability to be firm but courteous;  
Honesty;  
Thoroughness;  
Tact;  
Good judgment;  
Physically capable of performing the essential functions of the position with or without reasonable accommodations.

#### MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in the building trades, engineering, architecture, building inspection, public health inspection, fire fighting or fire inspection.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

NOTE: New York State Public Officers Law requires United States citizenship.

**Special training and certification requirement** required under Section 159-A, New York State Executive Law:

#### **434.5 Certification of Code Enforcement Personnel**

(a) The New York State Fire 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 twenty (20) hours per week shall successfully complete a certified basic training program within eighteen (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 ten (10) and twenty (20) hours per week shall successfully complete a certified basic training program within twenty-four (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 ten (10) hours per week shall successfully complete a certified basic training program within thirty-six (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 requirement.

(b) Equivalent New York State Fire or Code Enforcement Training courses, federally sponsored courses, courses taught at an accredited college or university, or courses taught 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.