

CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the enforcement of activities required for compliance with the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes and regulations. Activities are conducted both in the office and at inspection sites. The work is performed under the general direction of the Senior Code Enforcement Officer with leeway allowed for the use of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Issues building permits, certificates of occupancy, and corrective action reports;

Inspects the various stages of construction of buildings and structures for conformance to State and local building codes and regulations;

Interviews property owners, contractors, tenants, and complainants in determining nature of violations and initiation of appropriate corrective action;

Investigates and documents code violations and issues appearance tickets;

Works with the City Corporation Counsel in compiling documentation for prosecution of violations;

Attends hearings to resolve disputed matters involving the application or administration of the New York State Uniform Fire Prevention and Building Code;

Issues decisions and advises on matters relative to interpretation of the New York State Uniform Fire Prevention and Building Code;

May appear before community groups to explain policy and procedures used in code enforcement;

Prepares a variety of records and reports relevant to code enforcement activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the New York State Uniform Fire Prevention and Building Code;

Good knowledge of modern practices, principles, materials and tools used in building construction;

Good knowledge of the principles and methods of fire prevention.

Good knowledge of the legal procedures used in enforcement of the codes;

Good knowledge of the principles and methods of field inspection;

Ability to read and interpret blueprints, surveys, maps, plans and specifications;

Ability to communicate effectively both orally and in writing;

Ability to deal effectively with the public;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in mechanical or construction technology or related field and one (1) year of experience as a building contractor, or journey level trades worker or in the design of buildings or in the inspection of buildings for safety and/or compliance with codes; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.