

Revised 8/29/2003

SENIOR CODE ENFORCEMENT OFFICER
DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for overseeing 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 Fire Chief with leeway allowed for the use of independent judgement in carrying out details of the work. This class differs from that of Code Enforcement Officer in the scope and complexity of projects assigned and supervisory responsibilities. Supervision may be exercised over Code Enforcement Officers. Does related work as required.

Effective 1/10/2003 general supervision is provided by Corporation Counsel.

TYPICAL WORK ACTIVITIES:

Supervises assignments and workflow in a municipal code enforcement office;

Assigns specific inspections to code enforcement officers and subordinate personnel to

insure adequate coverage and reporting of inspection areas;

Trains new Code Enforcement Officers and other new members of the code

enforcement staff;

Coordinates follow-up activities pertaining to the investigation of violations of the Fire

Prevention and Building Code;

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 City Corporation Counsel in preparing documentation for prosecution of

violators;

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;

Supervises, coordinates, and participates in the inspection of various stages of construction of buildings and structures, particularly when the assignment involves more difficult and complex inspection work;

Plans the orientation and training of Code Enforcement Officer staff;

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

Supervises the maintenance of office records and reports;

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

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

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 plan and supervise the work of others;

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

Ability to communicate effectively both orally and in writing;

Ability to prepare records and reports;

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 two (2) years 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, one (1) year of which must have been in a supervisory capacity; or
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (a), one (1) year of which must have been in a supervisory capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.