

GENESEE COUNTY
CODE ENFORCEMENT OFFICER I

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code or a local fire and/or building code if approved by the State Fire Prevention and Building Code Council. Under general supervision, provides for the coordination of all activities including the inspection of building construction, relevant to ensuring compliance with the appropriate laws, codes, rules and regulations. A Code Enforcement Officer may supervise a small number of Building Inspectors, Zoning Compliance personnel and/or clerical personnel. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Administers and enforces all provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules and regulations pertaining to the construction or alteration of buildings and structures;

Prepares rules and regulations, application forms, building permits and certificates of occupancy for the approval of the local governing body, to be used for the administration on enforcement of the various codes, laws, etc.;

Supervises, coordinates and may participate in the inspection of various stages of construction, and upon completion of construction of buildings and structures;

Issues, denies, or revokes building permits and certificates of occupancy, as required;

Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures;

Inspects, as necessary, buildings and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code;

Evaluates, for approval or disapproval, the credentials of inspectors not employed by the municipality, but selected by the person or firm who has applied for the building permit. Upon approval, the Code Enforcement Officer may accept written reports from such alternate inspectors;

Issues a certificate of occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code;

Maintains accurate records on all transactions and activities including all applications received, permits and certificates issued, fees charged and collected, inspection reports, and notice and orders issued;

Prepares a variety of reports relevant to Code Enforcement activities for the municipal government.

Incumbent may also perform these duties if working in the Town of Bergen*:

Reviews new building plans and confers with owners, contractors and other interested parties to determine compliance with zoning ordinance;

Inspects in progress and completed construction to determine compliance with zoning ordinance or law;

May process building permits for new construction and for alteration of existing structures;

Prepares recommendations regarding amendments to zoning ordinances and issuance of zoning variances;

Maintains records of new construction, building permits and zoning variances issued and fees received;

Prepares a variety of reports regarding new construction, zoning enforcement activities and zoning violations.

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The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of the building trades; good knowledge of the principles of fire prevention; a good knowledge of the State Uniform Fire Prevention and Building Code and the Zoning Code; fundamental knowledge of the principles of engineering and architecture; ability to write clear and concise reports and to maintain records in an orderly manner; ability to establish and maintain cooperative relationships with other public officials, building contractors and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous, honesty; integrity; thoroughness; tact; good judgment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

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MINIMUM QUALIFICATIONS: EITHER:

- A. Possession of an Associate's Degree or higher in civil engineering, construction technology or a related field, and one year of full-time, paid experience in building construction work;

OR:

- B. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and satisfactory completion of 60 semester hours at an approved four-year college or university in a program leading to a Bachelor's Degree in civil engineering, construction technology, or a related field, and one year of full-time, paid experience in building construction work;

OR:

- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education Three (3) years of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades;

OR:

- D. Any combination of training and experience as defined by the limits of A, B or C above.

Experience as a Municipal Building Inspector, Assistant Building Inspector or other qualified public official whose duties included the inspection of buildings and issuance of building permits can be submitted for an equivalent amount of the above required experience.

SPECIAL NOTE: Candidates for appointment in this class will be required to complete any mandated training as established by the Department of State.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of an appropriate valid NYS Drivers License.

***MINIMUM QUALIFICATIONS FOR THE TOWN OF BERGEN WHERE ENCUMBENT IS PERFORMING BOTH CODE AND ZONING DUTIES: EITHER:**

- A. Possession of an Associate's Degree or higher in civil engineering, construction technology or a related field, and one (1) year of full-time, paid experience in building construction work;

OR:

- B. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and satisfactory completion of 60 semester hours at a college or university with a focus in civil engineering, construction technology, or a related field, and one (1) year of full-time, paid experience in building construction work;

OR:

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- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and three (3) years of full-time experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades and including experience reading and comparing written material and drawings with established criteria, specifications, codes, regulations, etc.;

OR:

- D. Any combination of training, education and experience as defined by the limits of A, B or C above.

Experience as a Municipal Building Inspector, Assistant Building Inspector or other qualified public official whose duties included the inspection of buildings and issuance of building permits can be submitted for an equivalent amount of the above required experience.

SPECIAL NOTE: Candidates for appointment in this class will be required to complete any mandated training as established by the Department of State.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of an appropriate valid NYS Driver's License

NOTE: Your 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.

Competitive Class

Non-Competitive (PT) in all Towns

Non-Competitive in Civil Div. Of less than 5000 pop.

5/7/86

Non-Competitive in County Service - Adopted 6/28/22

Revised 2/9/94, 2/18/94, 11/14/94, 3/18/98, 7/22/22, 10/24/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.