

## **CODE ENFORCEMENT OFFICER II**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the administration and enforcement of 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. This class differs from the Code Enforcement Officer I, in that an incumbent of this class does not perform the actual inspection of the various phases of building construction. Such inspections are performed by a private firm or individual on a contractual basis. A Code Enforcement Officer II administers and enforces the determinations of the inspection contractor. A Code Enforcement Officer II may supervise a small number of clerical personnel or other lower-level assistants. 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.;

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

May evaluate, 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:** Ability to write clear and concise reports and to maintain records in an orderly manner; a good general knowledge of the State Uniform Fire Prevention and Building Code and the local zoning code; working knowledge of modern practices, principles, materials and tools used in building construction; working knowledge of the building trades; working knowledge of the principles of fire prevention; ability to establish and maintain cooperative relationships with other public officials, building contractors, inspection 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:** Graduation from High School or possession of an appropriate equivalency diploma recognized the NYS Department of Education  
**AND EITHER:**

- A. Completion of two (2) years of post-high school education with major course work in construction technology, drafting, real-estate, or related field;

**OR:**

- B. Two (2) years of experience in an occupation which indicates a successful ability to read and compare written material and drawings with established criteria, specifications, codes, regulations, etc.;

**OR:**

- C. An equivalent combination of training, education and experience indicating ability to perform the duties of the job.

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 REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of an appropriate valid NYS Driver's License

Competitive Class

Non-Competitive (PT) in all Towns

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

Adopted 3/27/86

Revised 3/30/00, 5/15/02, 6/9/20, 8/30/21, 7/22/22