

Civil Division: Towns, Villages  
Jurisdictional Class: Competitive  
Non-Competitive: Towns (part-time);  
Villages (check Rules Appendices for part-time)  
EEO Category: Protective Service: Sworn  
Revised: 07/12/06

### **CODE ENFORCEMENT OFFICER**

**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 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. Incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

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 of enforcement of the various codes, laws, etc;

Supervises, coordinates and participates 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;

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 certificated issued, fees charges and collected, inspection reports and notice and orders issued;

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

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of building trades; good knowledge of the State Uniform Fire prevention and Building Code and the local Zoning Code; good knowledge of the principles of fire prevention; 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.

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**MINIMUM QUALIFICATIONS:**

Successful completion of a Certified Basic Training Program as prescribed by the NYS Department of State's Division of Code Enforcement and Administration, TITLE 19 (NYCRR), section 434.5\*; **AND**

**ONE OF THE FOLLOWING:**

- (1) Graduation from high school or possession of a high school equivalency diploma; **OR**
- (2) 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.

**NOTE:** Verifiable part-time experience as defined in (2) above will be pro-rated toward meeting full-time experience requirements.

**NOTE:** Candidates for appointment in this class will be required to complete twenty-four (24) hours of in-service training in each calendar year following the year in which certified basic training was successfully completed.

**\*NOTE:** Pursuant to NYS Department of State TITLE 19 (NYCRR), section 434.5(b):

The specific course requirements of this part may be waived by the State Fire Administrator where it is shown that the applicant has successfully completed NYS Fire or Code Enforcement Training courses, federally-sponsored courses or courses offered by an accredited college, university or professional society which are equivalent to the course requirements of this part. Adequate documentation supporting a request for waiver shall include information verifying course content, attendance, grade awarded, as the case may be, and shall be submitted to the State Fire Administrator in such format as he shall require.

Adopted: 05/30/85

Revised: 02/05/91, 07/05/95, 06/26/97, 07/08/05, 06/26/06, 07/12/06