

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 an employee in this class provides for the coordination of all activities relevant to ensuring compliance with the appropriate laws, codes, rules and regulations. Supervision is exercised over the work of building inspectors and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

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, applications 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 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 an unsafe, illegal or dangerous condition 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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials used in building construction; thorough knowledge of the building trades; thorough knowledge of the State Uniform Fire Prevention and Building Code and the local zoning code; good knowledge of the principles of fire prevention; working knowledge of the principles of engineering and architecture; ability to write clear and concise reports and 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, and Either:

- A. Completion of sixty (60) semester hours at a regionally accredited or New York State registered college or university with major work in civil engineering, construction technology, or a related field, and two (2) years of full-time paid experience in building construction work; **OR**
- B. Four (4) years of experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

Note: Experience as a building inspector can be substituted for the required experience on a year-for-year basis.

ULSTER COUNTY
1390 CDE ENF OF
Classification: Competitive
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Adopted: December 15, 1986