

MUNICIPAL CODE AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in both the technical and office management functions of a municipal building department. Work is carried out in accordance with established procedures and may involve a combination of areas of activity including building inspection-related work and the enforcement of various local laws and ordinances in such areas as zoning, litter, dumping, junk cars etc. An employee in the class performs less complex duties than the Municipal Code Assistant and as experience and expertise in the technical aspects of the work increases, they may perform more complex work with greater independence. Depending on assignment, the work is performed under the direct or general supervision of a higher level employee. Supervision is not normally a function of the class. 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.

Assists in the operation of a municipal building department;

Assists in enforcing local laws and ordinances related to zoning;

Explains local laws and zoning restrictions and permit application procedures to government officials, contractors and the public;

Assists in the preparation of information for the Zoning Board and the courts;

Assists in making recommendations regarding requests for zoning and local law variances and special use permits;

Assists in reviewing plans and conducts inspections for compliance with municipal codes and local laws and ordinances governing areas such as dumps and dumping, abandoned property, junked cars, awnings and canopies, junk yards, peddlers and vendors etc;

Assists in the reviewing and approval of plans and specifications submitted with building permit applications for compliance with the Uniform Fire Prevention and Building Code and other related laws, codes and ordinances concerning building standards and fire prevention;

Assists, and under supervision, inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Assists in issuing building permits and furnishing the prescribed certificates of occupancy upon application after completion of construction or repair;

Explains the requirements of the Uniform Fire Prevention and Building Code, and other related laws, codes and ordinances concerning building standards and fire prevention to building contractors and the general public;

Assists, and under supervision, inspects buildings which contain a combustible or ignitable substance, available for sale, used for heating or cooking or any other reason for compliance with the Uniform Fire Prevention and Building Code;

Assists in ordering unsafe conditions in existing buildings and structures to be removed and arranges for condemnation notices to owners of hazardous buildings and structures;

Assists in monitoring buildings and structures during construction and ordering correction of illegal or unsafe conditions;

Maintains records of acts and decisions;

Assists in preparing reports on buildings and structures erected and altered, of permits issued, of fees collected, and of estimated costs of work covered by such permits and other reports as required;

Performs a variety of clerical functions related to the management of the department;

May investigate complaints and assist in prosecuting violations of the Uniform Fire Prevention and Building Code and other related laws, codes and ordinances concerning building standards and fire prevention;

May assist in issuing warnings, violation notices, and summonses, and may testify in court in this regard;

May inspect existing buildings and structures to ensure their conformity with safety standards.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the requirements of the New York State Uniform Fire Prevention and Building Code, and other related State and local codes and ordinances; working knowledge of modern office methods and terminology; ability to read and interpret a variety of laws, codes, ordinances, rules and regulations related to municipal code enforcement; ability to learn the modern practices, principles, materials and tools used in building construction and maintenance; ability to establish and maintain effective working relationships with construction trades people and the public; ability to learn to read and interpret plans and specifications; ability to be firm but courteous; honesty; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Successful completion of thirty (30) credit hours of study in an academic program in Construction Technology or a closely related field; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma, and One (1) year of work experience which involved responsibility for understanding and complying with or explaining laws, rules and regulations; **OR**

- C. Graduation from high school or possession of a high school equivalency diploma, and one (1) year of work experience in building construction, building inspection or substantially similar work; **OR**
- D. An equivalent combination of training and experience as described in A, B, or C above wherein work experience may be substituted for education on a year for year basis.

Note: A municipality may require that a person after appointment in this class be required to complete any training which may be mandated by the New York State Department of State.

ULSTER COUNTY
4408 MUN CDE AD
Classification: Competitive
OA

Adopted: November 23, 2004