

MUNICIPAL CODE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for participating and 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. A new employee in the class performs less complex duties and as experience and expertise in the technical aspects of the work increases, he/ she performs 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.

Participates and assists in the operation of a municipal building department;

Participates and 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;

Prepares information for the Zoning Board and the court;

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

Participates and 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., and issues warnings, violation notices, and summonses, and may testify in court in this regard;

Participates and assists in reviewing and approving or disapproving 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;

Participates and 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;

Participates and 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;

Participates and 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;

Under supervision, inspects existing buildings and structures to insure their conformity with safety standards;

Participates and 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;

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

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

Maintains records of acts and decisions;

Prepares 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;

May perform a variety of clerical functions related to the management of the department.

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 other municipal laws, codes, and ordinances for which the incumbent has enforcement responsibility; working knowledge of modern office methods and terminology; 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 government officials, construction trades people and the public; ability to learn to read and interpret plans and specifications; ability to read, interpret, and enforce a variety of laws, codes, ordinances, rules and regulations related to municipal code enforcement; ability to be firm but courteous; honesty; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associates in Applied Science Degree in Construction Technology or related field;
OR

- B. Graduation from high school or possession of a high school equivalency diploma; **AND**
1. Two (2) years of work experience which involved understanding and complying with or explaining laws, rules and regulations; **OR**
 2. Two (2) years of work experience in building construction, building inspection or substantially similar work; **OR**
- C. An equivalent combination or training and experience as described in A and B 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
4410 MUN CDE AS
Classification: Competitive
4411 MN CD A PT
Classification: Non-Competitive (For V/Ellenville only)
OA

Adopted: July 17, 1990
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