

DEPARTMENT: NORTH TONAWANDA CODE ENFORCEMENT DEPARTMENT
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 16, 2006

CODE ENFORCEMENT OFFICER (North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for enforcing compliance with the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes and regulations. Activities are conducted both in the office and at inspection sites. The proper performance of this work is very important to the health and safety of the community. The work is performed under the direct supervision of the Building Inspector with latitude permitted for the exercise of independent judgment in performing assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Inspects, as necessary, buildings and structures for compliance with the state property maintenance code;
2. Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures;
3. Prepares a variety of reports relevant to Code Enforcement activities for the municipal government;
4. Explains to the general public and contractors, the State Housing Maintenance Code, multiple residence law and all other applicable laws and local ordinances;
5. Investigates complaints and assists in the prosecution of code and/or ordinance violators;
6. Prepares and serves notices to property owners for violations or ordinances;
7. Assists, when necessary, the Building Inspector in the performance of his/her duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of the New York State Uniform Fire Prevention and Building Code, NYS Multiple residency law and local building codes and ordinances; good knowledge of the principles and methods of fire prevention; good knowledge of the legal procedures used in enforcement of the codes; good knowledge of the principles and methods of field inspection; ability to read and interpret blueprints, surveys, maps, plans, and specifications; ability to inspect structures to determine their condition; 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 be firm but courteous; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited of New York State registered college or university with an Associates Degree in mechanical or construction technology or closely related field **and** three (3) years of full-time paid experience as a building contractor, or journey level trades worker or in the design of buildings or in the inspection of buildings for safety and/or compliance with codes; **or**
2. Graduation from high school or possession of an equivalency diploma **and** five (5) years of experience as defined in (1).

SPECIAL REQUIREMENT:

1. It is required by Executive Law, Section 159-d that "Code Enforcement Personnel" charged with enforcement of building or fire codes must satisfactorily complete a certified code enforcement training course or equivalent course as accepted by the State Fire Administrator. Time required to satisfy training requirements:

Employee working less than 10 hours per week 36 months
Employee working 10-20 hours per week 24 months
Employee working over 20 hours per week 18 months

2. Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.