

## CODE ENFORCEMENT OFFICER II

**Distinguishing Features of the Class:** The work involves a high degree of responsibility in planning, initiating and carrying out to completion all inspection activities related to enforcement and compliance of existing building and housing codes and ordinances. Makes inspections of construction and repair of buildings and structures for compliance with the requirements of state and local building, zoning and housing codes and ordinances and enforces the provisions of the regulations as indicated. The position entails responsibility for the review of the effectiveness of present codes and laws and the recommendation of changes as may be indicated in keeping with modern trends. General direction is received from the Board of Trustees concerning policies and objectives allowing for the exercise of independent judgment and action. Work is checked by review or reports of inspection. The work involves the administration and enforcement of the New York State Uniform Fire Prevention and Building Code or a local fire and or building code as approved by the State Fire Prevention and Building Code Council. A Code Enforcement Officer may supervise a small number of clerical personnel or other lower-level assistants. Does related work as required.

### **Typical Work Activities:**

- Receives, reviews, checks, and passes on all building permit applications and issues permits;
- Receives, reviews, checks and passes on all plans and specifications submitted with building permit applications for compliance with the State Building Code and any local rules and regulations governing building construction;
- Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications as filed and to ascertain that all requirements of applicable ordinances, codes, and laws are fulfilled;
- Inspects existing buildings and structures to insure their conformity with safety and occupancy standards;
- Explains requirements of state and local building and housing codes, ordinances, and laws to contractors and the general public;
- Orders corrections and improvements of unsafe or illegal conditions and code violations in order to secure compliance with existing regulations;
- Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;
- Investigates complaints and assists in prosecuting violators of building and housing codes and laws;
- Maintains records of inspections, acts, and decisions;
- Issues reports of building inspection activities.

**Code Enforcement Officer II continued****Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Thorough knowledge of modern practice, principles, materials, and tools used in construction of buildings and other structures;
- Thorough knowledge of the requirements of the local and state building and housing codes; ordinances, regulations and laws;
- Good knowledge of the building trades;
- Ability to read and interpret plans and specifications;
- Ability to establish and maintain cooperative relationships with building contractors, the general public and other public officials;
- Ability to be firm but courteous;
- Honesty, thoroughness, tact, and 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 must have organizational skills, strong computer skills and the ability to type and take meeting minutes, **AND EITHER:**

- A.) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in mechanical or construction technology or closely related field Associate degree in engineering; **OR**
- B.) Two (2) years of 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.

**SPECIAL REQUIREMENT:** 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.

05/15/89  
01/21/91  
07/12/95  
08/18/06  
01/04/12

CLASS:       COMPETITIVE