



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	CODE ENFORCEMENT OFFICER
Jurisdictional Class:	Non-Competitive (*Part Time)
Civil Division:	All Civil Divisions
Adoption: CSM	9/28/85
Revised: CSM	3/12/08

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for administering and enforcing the NYS 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, provides for the coordination of all activities relevant to ensuring compliance with the appropriate laws, codes, rules, and regulations. A Code Enforcement Officer may supervise a small number of Building Inspectors, Zoning Compliance personnel, and/or clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers and enforces all provisions of NYS 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, application 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 unsafe, illegal, or dangerous conditions 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;

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, notices, and orders issued;

Prepares a variety of reports relevant to Code Enforcement activities for the municipal government.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials, and tools used in building construction;
Good knowledge of building trades;
Good knowledge of the State Uniform Fire Prevention and Building Code, and the local Zoning Code;
Good knowledge of the principles of fire prevention;
Ability to write clear, 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 read and interpret plans and specifications;
Ability to be firm but courteous;
Honesty;
Integrity;
Thoroughness;
Tact;
Good judgment;
Good physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: EITHER:

Graduation from high school or possession of a high school equivalency diploma AND EITHER:

(A) Possession of an Associate Degree with specialization in Civil Engineering, Construction Technology or a related field and 1 year of full-time paid experience in building construction work; OR

(B) Satisfactory completion of 60 semester hours at an approved 4-year college or university in a program leading to a Bachelor's Degree in Civil Engineering, Construction Technology, or a related field and 1 year of full-time paid experience in building construction work; OR

(C) Three (3) years of full-time satisfactory experience in building construction work or in a building trade such as Carpentry, Plumbing, Electrical, or related trades; OR

(D) An equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.

NOTE: Experience as a qualified Building Inspector can be substituted for an equivalent amount of the above-required experience.

NOTE: Candidates for appointment in this class will be required to complete any mandated training as established by the Department of State.

SPECIAL REQUIREMENTS AFTER APPOINTMENT

Within 12 months of date of permanent appointment, employee must obtain special certification under the NYS Uniform Fire Prevention and Building Code Title 19 of the Official Compilation of Codes Rules and Regulations of New York State.