



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: Code Enforcement Officer Trainee*
Jurisdictional Class: Non-Competitive (JCP)
Civil Division: Town of Sterling
Adoption: CSM 10/18/2022
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for enforcing the provisions of local building and zoning laws and the New York State Uniform Fire Prevention and Building Code under the direction of the Codes Enforcement Officer. The incumbent acts for and under the supervision of the Codes Enforcement Officer in the enforcement of standards for the condition, occupancy, maintenance, conservation, rehabilitation and renewal of existing building structures and premises and for the safeguarding of life and property therein and thereabout from the hazards of fire, explosion or release of toxic gases arising from the storage handling or use of combustible or hazardous substances, materials or devices. Work is performed under the general supervision of the Codes Enforcement Officer with leeway allowed for the exercise of independent judgment only as permitted by the Codes Enforcement Officer. Some general supervision is exercised. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Perform inspections and issue permits for construction of new additions, decks, buildings etc. with guidance when needed from CEO;
issue permits and oversee demolition;
inspect for fire code, businesses within the Town;
follow up on reported violations from residents and enforce town zoning laws;
keep and maintain records of all activities of such duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the requirements of the local and New York State Fire Prevention and Building Code and Zoning Code.
Good knowledge of practices, principles, materials and tools used in building construction.
Good knowledge of fire prevention practices and procedures.
Good knowledge of the building trades.
Ability to inspect buildings and enforce provisions of building and fire prevention codes.
Ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public.
Ability to read and interpret plans and specifications.
Ability to prepare written and oral reports and maintain detailed records.

MINIMUM QUALIFICATIONS:

High school diploma.

Note: NYS Code Enforcement Certification required within 1 year of hire.