

CODE ENFORCEMENT OFFICER I

DISTINGUISHING FEATURES OF THE CLASS: This is work performing inspections to determine if there is compliance with local codes and, if not, to take action to bring about compliance. The inspections are of obvious violations of local codes relating to littering, recycling, parking in fire lanes or handicapped zones and are generally in shopping center or commuter parking lots, etc. Incumbents of this position deal only with local codes, not the New York State Uniform Fire Prevention and Building Code. The position of Code Enforcement Officer I differs from Parking Enforcement Aide in that incumbents of the latter position usually patrol streets and parking areas on foot in order to enforce codes relating only to parking. Supervision is received from a Code Enforcement Officer III or the municipality's designated code enforcement administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspects for compliance with local codes;
Investigates complaints concerning local codes;
Issues notices of violations to instruct violators of the actions(s) to be taken to correct or abate the violation(s) within a specified period of time;
Issues oral instructions regarding the violation(s) found;
Performs follow-up inspections to ensure compliance;
Maintains records of inspection activities;
May issue tickets for illegal parking.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of local codes relating to littering, recycling, parking in fire lanes or handicapped zones, etc.; working knowledge of inspection practices and techniques; ability to read and interpret local codes; ability to prepare concise narrative reports; ability to issue understandable instructions; ability to maintain simple records of work activities; ability to deal effectively with people.

MINIMUM QUALIFICATIONS:

1. Associate's degree or higher in Building Technology, Architecture, Engineering Technology or closely related field; or
2. Graduation from high school or possession of an equivalency diploma and one (1) year of paid work experience involving building construction, work in a building trade or in a position requiring familiarity with local zoning codes and ordinances.

SPECIAL REQUIREMENT: Possession of a driver's license appropriate for the vehicle to be operated.

R.C.D.P. (07.27.2006) 04.01.2015

Competitive

(Part-Time is Non-competitive in any Town or Village)