

## **CODE ENFORCEMENT OFFICER II (FRENCH/CREOLE SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work performing inspections to determine if there is compliance with local and state codes and, if not, to take action to bring about compliance. The inspections are of violations that are not always obvious and therefore require good understanding of local and state codes in order to identify and evaluate the conditions found. The position of Code Enforcement Officer II differs from Code Enforcement Officer I in that incumbents of the former position deal with local and state codes, including the New York State Uniform Fire Prevention and Building Code (Uniform Code) while incumbents of the latter position only deal with obvious violations of local codes. In addition, the work is distinguished from a Code Enforcement Officer II in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in French/Creole at the fluency level indicated below in the Note. 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 and state codes;  
Investigates complaints concerning building and zoning code violations;  
Issues written notices of violation to instruct violators of the action(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;  
Prepares routine reports and maintains records of inspection activities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of local codes and the New York State Uniform Fire Prevention and Building Code; good knowledge of inspection practices and techniques; ability to read and interpret local and state codes; ability to prepare concise narrative reports; ability to issue understandable instructions; ability to maintain records of work activities; ability to deal effectively with people; ability to read, understand and speak French/Creole.

### **MINIMUM QUALIFICATIONS:**

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

### **NOTE:**

Incumbents are expected to possess a level II proficiency in French/Creole (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the

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incumbent be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

**SPECIAL REQUIREMENTS:**

1. It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in the New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall complete the prescribed minimum basic code enforcement training within the applicable period established under that Part as well as required annual in-servicing training.
2. Possession of a driver's license appropriate for the vehicle to be operated.

**PROMOTION:** One (1) year of permanent competitive class status as a Code Enforcement Officer I (French/Creole Speaking) or related title.