

ZONING ENFORCEMENT OFFICER AND COMMUNITY LIAISON

DISTINGUISHING FEATURES OF THE CLASS: This is inspection work of a difficult and sensitive nature, which involves research, mediation and analysis to determine the most expedient course of action while maintaining good community relations. The work also involves the interpretation and explanation of state, town and local codes and ordinances including the New York State Uniform Fire Prevention and Building Code (Uniform Code), and enforcement of same. This work differs from code enforcement officer titles in that this position is primarily concerned with zoning enforcement, not building code enforcement. The work is performed under the general direction of the Town Attorney in accordance with guidelines established by the Town Supervisor and Town Board. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates complaints through site inspections, interviewing property owners, tenants, neighbors or other parties;

Attempts to mediate disputes among parties involved;

Interprets and explains state, town and local codes, as well as other applicable laws and provides detailed instructions as to procedures to be followed to correct problems;

Provides forms, brochures and other written materials to assist in compliance;

Prepares and issues correction notices, violation notices and court information when necessary;

Conducts witness interviews, prepares affidavits for witnesses and attends pre-trial conferences and hearings in cases involving zoning violations;

Works with Town Attorney's staff in the preparation of litigation papers, affidavits, evidence, postings and performance of service;

Prepares and gathers evidence to assist Town Attorney in the defense of the town with respect to lawsuits concerning zoning violations;

Works with the Deputy Town Attorney in reviewing building permit applications to ensure compliance with zoning codes; reviews plans and measurements; reviews applications; conducts field inspections and takes photographs; conducts applicant interviews; prepares draft correspondence; and replies to in-person and telephone inquiries;

Conducts town-wide inspections for litter, illegal dumping, non-permitted advertising signs, vehicle storage, illegal occupancy, site-plan compliance issues, etc.;

Meets with Town Supervisor regularly to discuss zoning enforcement issues and recommended courses of action.

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; working knowledge of interviewing techniques; ability to read and interpret local and state codes; ability to present information accurately and concisely; ability to mediate disputes; ability to issue understandable instructions; ability to maintain records of work activities; ability to prepare reports of office activities; ability to exercise judgment and tact; ability to promote good community relations and public relations for the town; ability to deal effectively with people.

(over)

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and:

1. Three (3) years of paid, regular and continuing, work experience; two (2) years of which involved public contact* and one (1) year of which involved directing and overseeing the work of others; and
2. Two (2) years of work experience which substantially involved inspection and/or investigation for compliance with codes and/or ordinances.

NOTE: An Associate's degree or higher in Building Technology, Architecture, Engineering Technology or closely related field may be substituted for the two (2) years of work experience which substantially involved inspection and/or investigation for compliance with codes and/or ordinances.

SPECIAL REQUIREMENTS:

1. It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in Part 434 of Title 19 of New York Codes, Rules and Regulations who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) and who commence employment on or after January 1, 1985 shall complete the prescribed minimum basic code enforcement training within the applicable period established under that Part as well as required annual in-service training.
2. Possession of a driver's license appropriate for the vehicle to be operated.

*Public contact experience shall be defined as direct contact (i.e., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering disseminating, or clarifying information, and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.