

Jurisdictional Class: Competitive
Non-Competitive – part-time only*
(*Check for individual Civil Divisions approved by NYSCSC)
EEO Category: Officials/Administrators
Revised: 02/21/2025

ASSISTANT CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This work involves assisting in administering and enforcing the New York State 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. The work is performed under the general supervision of the Code Enforcement Officer. There are no supervisory responsibilities over subordinate technical or clerical employees. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Aids in administering and enforcing provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules, and regulations pertaining to the construction or alteration of buildings and structures;

Assists in preparing 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.;

Meets with contractors and home owners to review construction plans for application of building permits;

Assists with inspecting various stages of constructions, and upon completion, of buildings and structures;

Assists with issues, denies, or revokes building and zoning permits and certificates of occupancy;

Explains zoning law and local building ordinances to applicants;

Assists with issuing written notices to correct unsafe, illegal or dangerous conditions in existing structures;

Assists with investigating complaints of alleged zoning or building law violations;

Assists with inspecting buildings and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code;

Assists with checking zoning law to determine if construction plans comply with State provisions;

Attends planning and/or zoning board meetings to comment on applications for building permits, etc.;

Refers applicants who need variances to the Zoning Board;

Assists with issuing a Certificate of Occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code;

Assists with maintaining accurate records on all transactions and activities, including all applications received, permits, and certificates issued, fees charged and collected, inspection reports, and notice and orders issued;

Assists with reviewing building permit applications and zoning and subdivision laws to ensure compliance;

Assists with preparing a variety of reports relevant to Code Enforcement activities for the municipal government concerned.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern practices, principles, materials, and tools used in building construction; good knowledge of the 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 and accurate reports and 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.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, **AND** one (1) year of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades; **OR**
- (B) 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.

SPECIAL REQUIREMENT: Candidate is required to complete the mandated training program, as established by the NYS Department of State's Division of Code Enforcement and Administration, TITLE 19 (NYCRR), Part 1208, within eighteen (18) months of appointment.

NOTE: Verifiable part-time experience as described above will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/20/1987
Revised: 08/29/1996, 11/27/2007, 02/15/2017, 04/02/2019, 02/21/2025