

Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Adopted: 10/24/2024

SUPERVISING CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing, and supervising the activities and operations of the Code Enforcement Department. The work also involves 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. Work is performed in accordance with the policies of the Town or Village Board, under the general supervision from either the Town Board, Town Supervisor, Village Board, or Village Mayor, while providing for the coordination of all activities relevant to ensuring compliance with the appropriate laws, codes, rules, and regulations. Supervision is exercised over building and code inspectors and clerical personnel staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs the daily operations of the department;
Assigns, reviews, and evaluates the work of subordinate staff, including hiring, firing, training, and disciplining staff;
Prepares and monitors department budget in accordance with Town/Village Board guidelines;
Enforces the New York State Uniform Fire Prevention and Building Code, New York State multiple residence law, and other codes, ordinances, and regulations relating to construction, occupancy, and land use in the Town/Village;
Explains the requirements of all related laws, ordinances, codes, and regulations to contractors, architects, engineers, lawyers, real estate agents, and the general public;
Receives and handles public comments, concerns, and issues regarding code enforcement;
Serves as the general administrator to the Zoning Board of Appeals and Planning Board: prepares public hearing notices, processes Zoning Board of Appeals applications, and interprets the Town/Village Code;
Supervises and performs the issuances of building permits, certificates of occupancy, operating permits, sign permits, stop work orders, and other similar permits as determined by Town/Village or other code;
Serves as the permit authority under New York State Penal Law for the public display of fireworks;
Serves as compliance officer for Americans with Disability Act laws and certain New York State safety regulations;
Supervises and performs the inspections of buildings in the process of construction to ascertain that code requirements are met;
Supervises and performs the inspections of residential and nonresidential occupancies regarding fire safety and property maintenance regulations;
Orders corrections, improvements, and alterations as needed;
Issues notices to owners and builders of improper, hazardous, or unlawful structures;
Issues court appearance tickets for violations regarding the New York State Uniform Fire Prevention and Building Code;
Multiple Residence Law, and other codes, ordinances, and regulations relating to construction, occupancy, and land use in the Town/Village;

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TYPICAL WORK ACTIVITIES: (Continued)

Enforces applicable regulations for structures damaged by fires;
Attends meetings and provides support to other Town/Village boards and committees;
Meets regularly with Engineering and Planning staff to coordinate development reviews, compliances with Planning Board conditions, site plan, and subdivisions, relating to approved development projects, code issues, storm water management, and other matters of common concern;
Serves as the liaison for local fire department regarding coordinated efforts, fire occurrences, and hazardous materials incidents;
Investigates complaints and assists in prosecuting cases of code violation;
Maintains records and issues reports of building and inspection activities;
Formulates and implements departmental policies and procedures, in accordance with overall Town/Village policies and procedures;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the New York State Uniform Fire Prevention and Building Code, New York State Multiple Residence Law, New York State Environmental Quality Review Act, Town/Village Code, all related local laws and New York State zoning and land use laws; Thorough knowledge of modern practices, principles, and materials used in building construction; Working knowledge of governmental organization and budgetary procedures; Knowledge of the laws and practices regulating the enforcement of municipal laws; Ability to supervise and direct the work of others; Ability to read and interpret building plans and specification; Ability to establish and maintain effective working relationships with other town staff, public officials, contractors, engineers, architects, lawyers and the general public; Ability to be firm, tactful, courteous and use good judgment; Ability to maintain confidentiality; Ability to communicate effectively, orally and in writing; Ability to use personal computers; Ability to prepare operating budgets; The employee's physical and mental condition shall be commensurate with the demands of the position; ability to be firm but courteous; honesty; integrity; thoroughness; tact; good judgment.

MINIMUM QUALIFICATIONS: Certification as a Code Enforcement Official pursuant to the NYS Department of State's Division of Code Enforcement and Administration, TITLE 19 (NYCRR), Part 1208; **AND** either:

- (A) Possession of Associate's Degree in construction, engineering technology, trade work, or a closely related field **AND** three (3) years of supervisory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades, three (3) years of which shall have been in a supervisory capacity; **OR**
- (C) Seven (7) years of experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades, three (3) years of which shall have been in a supervisory capacity.

NOTES:

1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
2. Verifiable part-time experience as defined above will be pro-rated toward meeting full-time experience requirements.

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