

Planning & Zoning
Samuel C. Gordon, MLA, Director



42410 Competitive
9/2/2016

Department of Planning and Zoning Deputy Codes Enforcement Officer

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for enforcing the provisions of local building and zoning laws and the New York State Uniform Fire Prevention and Building Code under the direction of the Codes Enforcement Officer in the municipality to which assigned. The incumbent acts for and under the supervision of the Codes Enforcement Officer in the enforcement of standards for the condition, occupancy, maintenance, conservation, rehabilitation and renewal of existing building structures and premises and for the safeguarding of life and property therein and thereabout from the hazards of fire, explosion or release of toxic gases arising from the storage handling or use of combustible or hazardous substances, materials or devices. Work is performed under the general supervision of the Codes Enforcement Officer with leeway allowed for the exercise of independent judgment only as permitted by the Codes Enforcement Officer. No supervision is exercised. Does related work as required.

TYPICAL WORK ACTIVITIES

Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits.

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws, including N.Y. State Uniform Fire Prevention and Building Code.

Issues building permits and furnishes the prescribed certificates of occupancy upon application.

Explains the requirements of the local building code, local zoning ordinances and the N.Y. State Uniform Fire Prevention and Building code law and other applicable laws to building contractors and to the general public.

Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction.

Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures.

Inspects existing buildings and structures to insure their conformity with safety standards and eliminating of fire hazards.

May conduct investigation of source, origin, and circumstances of fires and fire prevention code.

Investigates complaints and assists in prosecuting violation of the building and fire prevention code and zoning ordinances.

Prepares periodic reports and keeps related records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the requirements of the local and New York State Fire Prevention and Building Code and Zoning Code.



Good knowledge of practices, principles, materials and tools used in building construction.

Good knowledge of fire prevention practices and procedures.

Good knowledge of the building trades.

Ability to inspect buildings and enforce provisions of building and fire prevention codes.

Ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public.

Ability to read and interpret plans and specifications.

Ability to prepare written and oral reports and maintain detailed records.

MINIMUM QUALIFICATIONS

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in architecture, architectural technology, building construction technology, fire protection technology or engineering; or,

B. Two (2) years of work experience, or its part time equivalent, in the performance of building or fire inspections or code enforcement activities; or in building trades; building construction or repair; or,

C. Four (4) years of work experience in firefighting*, two (2) years of which must have been in a supervisory capacity; or,

D. Current certification as a New York State Code Enforcement Official. A copy of certification must be submitted with the application.

*NOTE: Work experience in firefighting means length of time in calendar years as an active member in good standing in a fire department. This does not have to be full-time experience.

NOTE: At time of appointment, New York State Public Officers Law requires United States Citizenship.

SPECIAL NECESSARY REQUIREMENT:

Once appointed, candidates must meet the training and certification requirements set forth by the Office of Fire Prevention and Control (see section 434.5 – Certification of Code Enforcement Personnel - of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR)).

WORK WEEK: Works 40 hours a week, specific hours to be determined by the Director of Planning and Zoning.

PAY RANGE (HOURLY): \$15 – \$16.80