

CODE ENFORCEMENT OFFICER

GENERAL STATEMENT OF DUTIES: Enforces the requirements of State and local laws pertaining to building, housing, and property use; does relate work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is primarily enforcement work involving all or partial responsibility for securing compliance with the provisions of State and local laws including but not limited to: The Building, Residential, Fire, Property Maintenance, Energy Conservation, Plumbing, Mechanical and Fuel Gas Codes of New York State, the New York State Multiple Residence Law, The City of Oneonta Housing Code, Unsafe Building Code, Adult Uses Code, Bars, Cabarets and Nightclubs Code, Body Piercing, Branding and Scarification Code, Brush, Grass and Weeds Code, Building Construction Code, Electrical Standards Code, Fire Prevention Code, Flood Damage Prevention Code, Littering Code, Plumbing and Heating, Ventilation and Air Conditioning Code, Solid Waste Code, Streets and Sidewalks Code, Subdivisions Code, Tattoo Parlors Code, Storage of Vehicles Code, Zoning Code and the issuance of building permits. Some of the work is performed under the general supervision of the City's Licensed Engineer.

EXAMPLES OF WORK: (Illustrative only)

- Prepares and updates Local Laws and ordinances for the approval of the local governing body, to be used for the administration on enforcement of the various codes, laws, etc.;
- Inspects buildings and structures in the process of construction or repair for compliance with the building permit and the requirements of all applicable state and local codes, ordinances and laws;
- Reviews building plans preliminary to the issuance of building permits;
- Shall keep a permanent official record of all transactions and activities of the Code Enforcement Office including all applications received, permits and certifications issued, fees charged and collected, inspection reports, and notices and orders issued;
- Submits annually a written report and summary of all business conducted by the Code Enforcement Office including permits, certificates used, fees collected, orders and test made and appeals of litigations pending;
- Declares buildings unsafe;
- Inspects existing buildings, structures and parcels to insure their conformity with safety standards, maintenance standards and zoning requirements according to all applicable State and local codes, ordinances and laws;
- Explains the requirements of the law to contractors and the general public;
- Investigates complaints;
- Assists in processing violations of the law;
- Reviews business' sign permit applications for zoning compliance;
- Maintains contact with construction trade licensing issues to ensure appropriateness of regulations including but not limited to: whether or not there is sufficient supply of certified persons to serve the community and the adequacy of trade proficiency.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of all applicable state and local codes, laws and regulations; ability to establish and maintain cooperative relationships with other public officials; ability to establish a supportive but authoritative relationship with building contractors, developers, property owners and tenants; ability to deal with the general public at all times in a fair and reasonable manner; ability to read and interpret plans and specifications; good powers of observation; good judgment; good physical condition.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or New York State registered four (4) year college or university or from an equivalent out of state college or university with a Bachelor's Degree in Architecture, Engineering, Urban Planning, Building Technology, Construction Management or another closely related field and two (2) years of experience in general building construction or code enforcement building inspection.

- OR -

- b) Graduation from a regionally accredited or New York State registered two (2) year college or university or from an equivalent out of state college or university with an Associate's Degree in building technology, architecture, engineering technology, Urban Planning or a closely related field and four (4) years of experience in general building construction or code enforcement building inspection;

Revised: MSD 4/82

Modified: CSC 8-14-07

Modified: CSC 7-22-16

Jurisdictional Classification: Competitive