

NOTICE OF JOB VACANCY

TITLE: Code Enforcement Officer

DEPARTMENT: Code Enforcement

NUMBER OF VACANCIES: One (1) Provisional

PAY RANGE: Grade 20B \$46,216.35/yr to \$64,826.53/yr. (\$22.2194 to \$31.1666/hr)

ELIGIBILITY: All City Employees who meet the minimum qualifications and Open Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is inspectional work involving the inspection of the repair and construction of all buildings as well as the inspection and observing and reporting of findings of unfit housing conditions in accordance with prescribed standards. The work involves the enforcement of municipal and New York State building and zoning laws, regulations and prescribed standards. Work assignments and general supervision is received from the Chief Code Enforcement standards. Work assignments and general supervision is received from the Chief Code Enforcement Officer and/or the Project Manager. The Code Enforcement Officer performs related work as required.

TYPICAL WORK ACTIVITIES:

Makes inspections during the progress of building construction or repair to insure compliance with 19NYCRR New York State Fire Prevention and Building Code;

Inspects buildings, structures, and vacant parcels for adherence to zoning ordinance as to use, lot coverage, and parking areas;

Inspects existing buildings and structures to determine conditions and safety for continued use;

Reviews and issues building permits after determining compliance with structural specifications and zoning ordinances;

Inspects dwelling interiors and exteriors, taking prescribed measurements and recording existence or lack of required facilities;

Inspects for condition of electrical wiring, adequate plumbing, ventilation, hot water and refrigeration;

Examines conditions of masonry, walls, floors, drains, heating and general sanitary conditions;

Makes inspections for certificates of occupancy on new buildings and certificates of compliance for existing buildings;

Reports all findings on prescribed forms calling special attention to unusually poor conditions;

Keeps records and makes written reports of inspections and other activities.

MINIMUM QUALIFICATIONS: **EITHER**

(A) Graduation from a regionally accredited or New York State registered college or university or a recognized technical school with an Associate's degree (or equivalent) in construction technology, architectural design, or closely related field;

OR

(B) Graduation from a standard high school, vocational school, or possession of a high school equivalency diploma and two (2) years of satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades.

OR

(C) Successful completion of a Certified Basic Training Program entitled Minimum Standards for Code Enforcement Personnel as prescribed by the New York State Department of State's Division of Code Enforcement and Administration.

SPECIAL REQUIREMENTS:

- Candidates must possess a valid New York State driver's license at time of appointment and maintain for duration of employment.
- All appointees must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Firefighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs must be attended as scheduled.

NOTE: Candidates for appointment in this class will be required to complete twenty-four (24) hours of in-service training in each calendar year following the year in which certified basic training was successfully completed.

THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING DAYS FROM March 22, 2022-April 5, 2022