

DEPUTY CODE ENFORCEMENT OFFICER

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's Degree, or higher, with specialization in civil engineering, construction technology, or a related field AND one (1) year of full-time paid experience, or its part-time equivalent, as, a building inspector or fire protection or building construction work or in a building trade, such as carpentry, plumbing, electrical; OR
2. Satisfactory completion of 60 semester hours of a Bachelor's program leading to a degree in civil engineering, construction technology, or a related field, AND one (1) year of full-time paid experience, or its part-time equivalent, as described in (1) above; OR
3. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience, or its part-time equivalent, as described in (1) above; OR
4. An equivalent combination of training and experience as defined by the limits of (1), (2), and (3).

NOTE: Candidates for appointment in this class will be required to complete I mandated training as established by the New York State Department of State.

SPECIAL NOTE: EDUCATION: Your degree 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 your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Code Enforcement Officer, the Deputy Code Enforcement Officer is responsible for assisting in the administering and enforcement of the New York State Uniform Fire Prevention and Building Code or local fire and/or building code as approved by the State Fire Prevention and Building Code Council. Under general supervision provides for the coordination of all activities relevant to ensuring compliance with local Zoning Ordinances and other appropriate laws, codes, rules and regulations. A Deputy Code Enforcement Officer may oversee the work of a small number of Building Inspectors, zoning compliance personnel and/or clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Code Enforcement Officer in:

- Administering and enforcing all 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;
- 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.;
- Inspecting, as necessary, buildings and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code;
- Maintaining accurate records of all transactions and activities including all applications received, permits and certificates issued, fees charged and collected, inspection reports and notices and orders issued;

DEPUTY CODE ENFORCEMENT OFFICERTYPICAL WORK ACTIVITIES: (Continued)

Preparing a variety of reports relevant to Code Enforcement activities for the municipal government;
Supervising, coordinating and participating in the inspection of various stages of construction, and upon completion of construction of buildings and structures;
Issuing, denying or revoking building permits and certificates of occupancy as required;
Issuing written notices to correct unsafe, illegal or dangerous conditions in existing structures;
Issuing a certificate of occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code;
Attending, as needed, basic Municipal Meetings; (i.e. Zoning Board of Appeals, Planning Board and Regular Meetings for the Town and Villages);
May be required to act for and in place of the Code Enforcement Officer in his absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of 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 concise reports and to maintain records in an orderly manner; ability to establish and maintain cooperative relationships with public officials, building contractors and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; integrity; thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.

APPROVED: JULY 9, 1990

REVISED: MAY 15, 2023

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE