



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 26-047 **POSTING DATE*:** FROM: 6/9/2026 **TO:** until filled

JOB TITLE: Code Enforcement Officer (County) (Pending)

RATE OF PAY: 2026 Starting: \$67,450.50/yr (\$34.59/hr)

LOCATION: Ontario County Planning Department

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

QUALIFICATIONS: County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State college or university with an Associate Degree, or higher, in Mechanical Technology, Construction Technology, Construction Administration, Construction Management, Architectural Technology, Architectural Drafting, Engineering Technology, Mechanical Drafting, Computer Aided Drafting or a closely related field; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience in building construction administration or management, building code inspection and/or enforcement; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of an appropriate New York State Operator's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

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

APPLICATION DEADLINE / LAST FILING DATE*: untill filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

CODE ENFORCEMENT OFFICER (COUNTY)

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State college or university with an Associate Degree, or higher, in Mechanical Technology, Construction Technology, Construction Administration, Construction Management, Architectural Technology, Architectural Drafting, Engineering Technology, Mechanical Drafting, Computer Aided Drafting or a closely related field; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience in building construction administration or management, building code inspection and/or enforcement; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of an appropriate New York State Operator's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

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

DISTINGUISHING FEATURES OF THE CLASS: This position involves technical work in the review and approval of permits for the construction of County Buildings, as well as inspections during the construction phase. Regular operational inspections of all existing buildings are performed as well as maintenance of records. The work is performed under general supervision of the County Associate Planner with leeway allowed for exercise of independent judgment in carrying out the work. Oversight is exercised over contractors. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews and determines disposition of applications for Building Permits, Certificates of Occupancy/Certificates of Compliance for buildings under the control of Ontario County;
Reviews plans, specifications and construction documents submitted with such applications;
Issues Permits and Certificates to ensure compliance with the New York State Uniform Fire Prevention and Building Code, the Energy Code of the State of New York, and any pertinent County Local Law regarding buildings under the possession or control of Ontario County;
Conducts inspections during construction and prior to the issuance of Certificates and Permits;
Performs inspections required or permitted under the New York State Uniform Fire Prevention and Building Code, the Energy Code of the State of New York, and any pertinent County Local Law and enforces these;
Reviews and investigates complaints;
Maintains records of all building inspection program activities;
Collects fees as set by resolution of the Board of Supervisors;
Consults with the County Attorney to pursue such legal actions and proceedings as may be necessary to enforce said laws and makes corrections, including but not limited to, stop work orders and notices of violations;
Conducts random field inspections of renovation, remodeling or construction work not otherwise required to be inspected under said laws;
Budgets for and manages the ordering of all third-party inspections of any work performed as part of construction or renovation projects;
Manages the ordering and oversight of all construction material testing as required;
Prepares and presents an annual report on all enforcement activities including the identification and remediation of violations;

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CODE ENFORCEMENT OFFICER (COUNTY)

Develops and presents educational programs to increase the understanding of procedures to follow in applying for permits, inspections and certificates to ensure compliance with codes and laws;
Assists in managing contractors, scheduling work activities, reporting on construction progress and document requirements as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of building trades; good knowledge of the State Uniform Fire Prevention and Building Code and the local Zoning Code; good knowledge of the applications of municipal building codes; good knowledge of all relevant state and federal regulations; ability to write clear and concise reports and to maintain records; 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 enforce provisions of various laws; physical condition commensurate with the demands of the position.

APPROVED: MARCH 19, 2010

REVISED: FEBRUARY 10, 2021

CIVIL SERVICE CLASSIFICATION: COMPETITIVE