

JOB DESCRIPTION FOR CODE ENFORCEMENT OFFICER

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 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 other public officials, building contractors and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous, thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.

1. Administer, enforce, and update all provisions of New York State Uniform Fire Prevention and Building Code (9 NYCRR), and other codes, laws, rules, regulations and zoning maps pertaining to the construction or alteration of buildings and structures.
2. Advisor of planning activities to the Planning Board and Board of Appeal.
3. Administer and enforce all provisions to the local code pertaining to the flood law, junk car ordinance, swimming pool ordinance and garbage and weed ordinance.
4. Prepares rules and regulations, application forms, building permits, information 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.
5. Supervises, coordinates and participates in the inspection of various stages of construction, and upon completion of construction of building and structures
6. Reviews intergovernmental programs and documents such as: FEMA, DEC, etc. relating to code.
7. Has the authority to arrest code violators and file information with the court.
8. Issues, denies or revokes building permits and certificates of occupancy as required.
9. Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures.
10. Inspects, as necessary, buildings and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code (this includes CDBG inspection and section 8 inspections).
11. Issues a certificate of occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code.
12. Maintains accurate records on all transactions and activities including all applications received permits and certificates issued, fees charged and collected, inspections reports and notice and orders issued.
13. Prepares a variety of reports relevant to Code Enforcement activities for the municipal government.
14. Does related work as required.
15. Approximately 500 hours per year, Minimum 6 hours per week. Additional hours are required, if necessary, to complete duties, and attend all Village Board meetings.
16. Attend any other meetings as requested.
17. Required to complete any mandated or desired training as established by the Department of State and/or the Village Board.