

## **Code/Fire Enforcement Officer (part time) Tompkins County**

**Department:** Various municipalities

**Classification:** NC for part-time positions in Towns of Enfield, Groton, Lansing, Ulysses and the Villages of Groton, Lansing, and Trumansburg. Competitive if in excess of 50% or full-time in these locations and for all other positions/locations.

**Labor Grade:** N/A

**Approved:** Originally created 03/21/88; NC for Towns of Enfield, Groton, and Lansing per NYS CSC 6/22/88; NC for Villages of Lansing, Groton and Trumansburg per NYC CSC 09/11/06; NC for Town of Ulysses per NYS CSC 09/10/13. Competitive all others.

**Revised:** 3/88; 6/88; 9/93; 3/06; 10/06; 12/08; 10/13; 1/19

**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

(a) Possession of an Associate Degree with specialization in Civil Engineering, Construction Technology or a related field AND one year of full time paid (or the equivalent part-time and/or volunteer) experience in building construction work or a fire-fighting organization; OR

(b) Satisfactory completion of 60 semester hours at a regionally accredited or New York State registered four year college or university in a program leading to a Bachelors Degree in Civil Engineering, Construction Technology, or a related field AND one year of full-time paid (or the equivalent part-time and/or volunteer) experience in building construction work or a fire-fighting organization; OR

(c) Graduation from high school or possession of a high school equivalency diploma AND three years of satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades or a fire-fighting organization; OR

(d) Graduation from high school or possession of a high school equivalency diploma AND three years of satisfactory experience in the review and interpretation of building plans, property surveys, and zoning regulations.

(e) Any combination of training and experience equal to or greater than that defined in (a), (b), (c) or (d) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**NOTE 1:** Experience as a qualified building inspector can be substituted for an equivalent amount of the above required experience.

**NOTE 2:** Candidates for appointment in this class will be required to complete any mandated training as established by the Department of State.

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code or a local fire and/or building code if 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 the appropriate laws, codes, rules and regulations. A Code Enforcement Officer may supervise a small number of Building Inspectors, Zoning Compliance personnel, and/or clerical personnel. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Administers and enforces 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;
- Prepares 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.;
- Supervises, coordinates and participates in the inspection of various stages of construction, and upon completion of

- construction of buildings and structures;
- Issues, denies or revokes building permits and certificates of occupancy as required;
- Issues written notices to correct unsafe, illegal, or dangerous conditions in existing structures;
- Inspects, as necessary, buildings and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code;
- Issues a certificate of occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code;
- Maintains accurate records on all transactions and activities including all applications received, permits and certificates issued, fees charged and collected, inspection reports and notice and orders issued;
- Prepares a variety of reports relevant to Code Enforcement activities for the municipal government;.
- Initiates civil and/or criminal complaints for continued noncompliance with the Uniform Fire Protection and Building Code.

**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 re-ports 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;
- Courtesy; honesty; integrity; thoroughness; tact; and good judgment are required personal characteristics.
- The employee's physical condition shall be commensurate with the demands of the job.

Originally created 3/21/88

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