

Zoning/Code/Fire Enforcement Officer (Town of Lansing) Tompkins County

Department: Town of Lansing

Classification: Competitive

Approved: 3/2021

By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Possession of a Bachelors Degree from a regionally accredited or NYS registered college or university 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 as a building inspector, independent contractor, skilled building construction trades worker, or working with a fire fighting organization; **OR**
- (b) Possession of an Associates Degree or 60 semester hours of study at a regionally accredited college or university with a focus on Civil Engineering, Construction Technology or a related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience as a building inspector, independent contractor, skilled building construction trades worker, or working with a fire fighting organization; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience as a building inspector, independent contractor, skilled building construction trades worker, or working with a fire fighting organization; **OR**
- (d) Any combination of training and experience equal to or greater than that defined by the limits of (a), (b), and (c) above.

SPECIAL REQUIREMENT:

The successful candidate must successfully complete the prescribed training programs established by the NYS Fire Administrator and the NYS Fire Fighting and Code Enforcement Personnel Standards and Education Commission within eighteen (18) months of appointment (as determined by the Town, based upon the frequency of classes). In addition, incumbents must attend and complete the continuing education requirements on an annual basis. Incumbent must maintain said certification for the duration of employment.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this class is responsible for administering and enforcing the New York State Uniform Fire Prevention and Building Code and Energy Code and the inspection of construction and building use for compliance with applicable Town zoning laws. Work is performed under the general supervision of the Director of Planning with considerable autonomy and use of independent judgment in carrying out work activities. The position provides assistance to the Director and may act for Director regarding the code enforcement division of the department in his/her absence. Attendance at evening meetings at various boards and committees of the Town may be requested. 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, Energy Code, and any applicable Town Laws, Sign Laws, 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 and enforcement of various codes, laws, etc.;
- Inspects building use for compliance with Zoning Laws;
- Supervises, coordinates and participates in the inspection of various stages of construction for compliance with Zoning Laws and upon completion of construction of buildings and structures;
- Examines building permit applications to determine compliance with the New York State Uniform Fire Prevention and Building Code, Energy Code, and local zoning ordinances;

- Performs regular field inspections of construction sites for compliance with Building Codes, Energy code, submitted plans, and acceptable work standards;
- Reviews project plans for all new buildings, alterations, additions, and demolitions;
- Issues, denies or revokes building permits, zoning permits, and certificates of occupancy as required;
- Explains and interprets the requirements of the Zoning Laws to contractors and the general public;
- 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 and the Zoning Law;
- 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;
- Participates in the development of forms and processes necessary for Code Enforcement activities;
- Responds to phone and email inquiries concerning all services provided by the department;
- Initiates violation notices and initiates civil and/or criminal complaints for continued noncompliance with the Uniform Fire Protection and Building Code;
- Day-to-day coordination with other Town staff as needed;
- Provides clarification and interpretation of existing Zoning, Sign, and NYS Uniform Fire Prevention and Building Code Laws to the general public and Town Boards;
- Acts as Town Stormwater Management Officer (SMO);
- Conduct on-site inspections for compliance with stormwater practices and ground disturbance issues;
- Investigates complaints / violations concerning stormwater / drainage issues;
- Coordinate with Town staff and consulting engineers on Stormwater Pollution Prevention Plan (SWPPP) requirements;
- Attends Project Review Committee meetings to coordinate development review with Town staff and consultants;
- May be required to attend meetings (when necessary) and provides information and to Planning Board, Board of Zoning Appeals and Town Board concerning action involving permits or appeals.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the modern practices, principles, materials and tools used in the building construction trades;
- Good knowledge of the State Uniform Fire Prevention and Building Code, Energy Code and zoning laws;
- Good knowledge of the principles of fire prevention;
- Good knowledge of basic building inspection techniques;
- Good knowledge of the principles and practices governing the storage and distribution of combustibles;
- Good knowledge of how to operate a personal computer and spreadsheet, word processing and database software;
- 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 communicate effectively both orally and in writing;
- Ability to be firm but courteous;
- Willingness to attend all necessary training;
- Honesty, integrity, thoroughness, tact, and good judgment are required;
- Physical condition commensurate with the demands of the position;
- Work is subject to inside and outside environmental conditions.

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