

# Code Enforcement Officer Trainee Tompkins County

**Department:** Town of Lansing

**Classification:** Competitive

**Approved:** 4/2023 by HB

**By:** HB, Deputy Commissioner of Human Resources

**MINIMUM QUALIFICATIONS:** At the time of application, the candidate must demonstrate:

- (a) Graduation from a regionally accredited or New York State registered two year college with an Associates degree; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** possession of one or more of the following certifications: Introduction to NYS Code Enforcement Practices Part I and Part II; Building Codes of New York State; Residential Codes of New York State; General Construction Principles; or Inspection Procedures for Existing Structures;

**NOTE:** The Code Enforcement Officer Trainee will promote, without further competitive examination, to the Code Enforcement Officer title after qualifying on the civil service test for Trainee and serving a one year traineeship during which time, the incumbent will be required to satisfy all of the requirements set forth by New York State as a Code Enforcement Officer. The one-year traineeship may end before the one year at the agency's request and as long as the incumbent has met all requirements to be a Code Enforcement Officer in NYS.

## **SPECIAL REQUIREMENTS:**

Must possess a valid New York State Drivers' License at the time of application and maintain such license for the duration of employment.

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

This is a responsible technical position that reviews plans for, and completes inspections of, construction and building use for compliance with zoning ordinance and enforces the State Uniform Fire Prevention, Building Code and Energy code. Work is performed under the general supervision of the Director or Senior Code Enforcement Officer with a moderate level of leeway allowed for the use of independent judgment in carrying out the work activities. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Examines building permit applications including reviewing plans to determine compliance with the New York State Uniform Fire Prevention, Building code, Energy Code, as well as local laws and zoning ordinances;
- Inspects construction sites including family dwellings, commercial buildings and industrial complexes for compliance with building codes, submitted plans, and if practicing acceptable work standards;
- Performs fire safety inspections of public assembly areas, multiple residences and non-residential occupancies
- Assists in explaining and interpreting the Uniform Fire Prevention, Building Code and local zoning ordinances and laws to contractors, developers and the general public;
- Investigates complaints concerning building and zoning code violations;
- Prepares a variety of forms, records and reports relevant to Code Enforcement activities;
- Issues written notices to correct unsafe, illegal, or dangerous conditions in existing structures;
- Issue building permits and certificates of occupancy and violation notices;
- Responds to phone inquiries concerning all services provided by the office;
- Day-to-day coordination with other Town Departments and staff;

- Attendance at Town Board, Zoning Board of Appeals, and Planning Board meetings when requested;
- Performs stormwater and erosion and sediment control inspections;
- Enforces the Stormwater Management Local Laws;
- Performs a variety of related duties as required.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern practices, materials and tools used in building construction trades;
- Good knowledge of the building trades;
- Good knowledge of the State Uniform Fire Prevention and Building Code and local zoning ordinances;
- Ability to prepare reports and maintains records in an orderly manner;
- Ability to effectively and tactfully work with building contractors and the general public to achieve compliance with all State and Town regulations;
- Ability to read and interpret plans and specifications;
- Ability to be firm but courteous and honest;
- Ability to understand complex oral and written directions;
- Ability to communicate effectively, both orally and in writing;
- Ability to deal courteously and effectively with the public, boards and committees, and counterparts in other municipalities;
- Ability to operate a personal computer, utilizing spreadsheets, word processing and database software;
- Honesty, integrity, thoroughness, tact and good judgment;
- Physical condition commensurate with the demands of the position.

Originally Created 4/2023

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