

# MOBILE HOME ENFORCEMENT OFFICER Tompkins County

**Classification:** Non-competitive

**Labor Grade:** 0

**Approved:** 0

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a standard senior high school; **AND**
- (b) Two years of experience in building construction or inspection; **OR**
- (c) Two years of experience in the management or construction or sales of mobile homes; **OR**
- (d) An equivalent combination of training and experience.

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

**DISTINGUISHING FEATURES OF THE CLASS:** This is enforcement work involving responsibility for inspecting mobile homes to secure compliance with the Mobile Home Ordinance. The work is performed under the general direction of the Town Supervisor, with wide leeway provided for the use of independent judgment. Does related work as required.

## **EXAMPLES OF WORK:** (Illustrative only)

- Explains the requirements of the Mobile Home Ordinance to mobile home parks personnel and the general public;
- Reviews applications for mobile home parks and issues construction permits;
- Forwards applications for mobile home parks to County Planning Board for review;
- Issues new and renewal occupancy certificates to completed mobile home parks and individual owners;
- Makes inspections of mobile home parks to assure compliance with Mobile Home Ordinance;
- Requests Town Board to take appropriate action in regard to violations of Mobile Home Ordinances;
- Issues orders to mobile home owners of action to be taken when emergency threatens public health;
- Investigates specific complaints referring to mobile home operation;
- Maintains records and issues reports.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the Town of Groton Mobile Home Ordinance;
- Ability to establish and maintain cooperative relationships with other public officials, mobile home park operators and the general public;
- Ability to read and interpret plans and specifications;
- Firmness with courtesy;
- Tact;
- Good powers of observation;
- Good judgment;
- Good physical condition.