

# Senior Code Enforcement Officer Tompkins County

**Department:** Town of Ithaca

**Classification:** Competitive

**Labor Grade:** F

**Approved:** TB 11/05

**Revised:** 2/17

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Civil Engineering, Engineering Technology, Construction Technology or related field **AND** two years of experience in building construction, code enforcement or closely related field; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full time paid (or the equivalent part-time and/or volunteer) experience in building construction and repair work, as a building inspector or in a government position in the enforcement or compliance of regulations; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

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

## **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.
- Must possess of a current Department of State (DOS) NYS Code Enforcement Official Certification at the time of application and maintain such for the duration of employment. Maintenance of the license consists of attending and successfully completing the ongoing continuing education requirements for certification on an annual basis.

**NOTE:** Failure to maintain the licenses and certifications specified above may result in termination of employment.

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

This is a highly responsible technical position that reviews plans for, and completes inspections of, construction and building use for compliance with the Town Code and enforces the State Uniform Fire Prevention and Building codes family. Work is performed under the general supervision of the Director of Code Enforcement (Director) 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 in his/her absence. Supervision may be exercised over other department staff. 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:**

- Examines building permit applications including reviewing plans to determine compliance with the New York State Uniform Fire Prevention and Building Codes family, as well as the Town Code and issues building permits;
- Conducts inspections and reviews construction in accordance with the performance specifications in the New York State Uniform Fire Prevention and Building code;
- Conducts final inspections of work requiring a permit and issues certificates of occupancy;
- 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, enforcing and interpreting the National Electric Code, NYS Uniform Fire Prevention and Building Codes family, and the Town Code to contractors, developers and the general public Investigates complaints concerning building and zoning code violations;
- Investigates complaints concerning electrical, building and zoning code violations;
- Prepares a variety of records and reports related to the enforcement of building codes and inspection activities;

- Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures;
- Assumes responsibility of the department in the absence of the Director;
- Issues condemnation notices to owners and builders of improper or hazardous structures;
- May serve as the liaison for the Town to the City of Ithaca Fire Department with regard to fire occurrences and hazardous materials incidents;
- Responds to phone inquiries concerning all services provided by the office;
- Day-to-day coordination with other town staff and related organizations;
- May attend Town Board, Zoning Board of Appeals, and Planning Board meetings when requested or in the absence of the Director;
- May attend meetings and provide support to other town boards and committees;
- Participates in code enforcement and other trainings;
- The incumbent will perform a variety of related duties as required.

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

- Working knowledge of the New York State Uniform Fire Prevention and Building Code, New York State Multiple Residence Law, New York State Environmental Quality Review Act, Town of Ithaca Code, all related local laws and NYS zoning and land use laws;
- Good knowledge of modern practices, materials and tools used in construction trades;
- Good knowledge of the building trades;
- 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 enforce codes, ordinances and regulations with firmness and tact, but courteously and professionally;
- 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 supervise the work of others and have good administrative skills;
- Ability to operate a personal computer, utilizing spreadsheets, word processing and database software;
- Honesty, integrity, thoroughness, tact and good judgment;
- Ability to effectively work with and serve a diverse local community;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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