

**TOMPKINS COUNTY CIVIL SERVICE  
EXAMINATION  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Zoning/Code/Fire Enforcement Officer

**EXAM NO:** 89107010

**SALARY:** Depends upon Location - Town of Caroline \$28 - \$32/hr

**EXAM DATE:** 01/18/25

**ISSUE DATE:** 11/13/24

**THE FINAL DATE TO FILE APPLICATIONS:** 12/13/24

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 01/19/25

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**THE USE OF A QUIET HAND-HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.**

**LOCATION OF POSITION:**

There is currently one vacancy in the title of Zoning/Code/Fire Enforcement officer located in the Town of Caroline. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

**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.

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

**SPECIAL REQUIREMENT:**

The successful candidate must be willing and able to participate in the NYS Code Enforcement Training (NYCRR-9b) and obtain certification within a reasonable time frame from the date of appointment (as determined by the Town or Village, based upon the frequency of classes).

**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 the inspection of construction and building use for compliance with applicable town or village zoning laws. This employee will coordinate and supervise the work activities of Building Inspectors, Zoning Compliance Officers and/or clerical personnel to ensure compliance with the appropriate laws, codes, rules and regulations. The work is performed under the general policy direction of a Town or Village Board of Trustees. Supervision may be exercised over a small number of Building Inspectors, Zoning Compliance, Planning and/or Clerical personnel as necessary. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Supervises the work of Building Inspectors, Zoning Compliance and/or Clerical personnel as appropriate;
- Administers and enforces all provisions of New York State Uniform Fire Prevention and Building Code and any applicable Town or Village Zoning 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;
- 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;
- Cites violations and initiates civil and/or criminal complaints for continued noncompliance with the Uniform Fire Protection and Building Code;
- Provides clarification and interpretation of existing Zoning, Sign, and NYS Uniform Fire Prevention and Building Code Laws to the general public and Town or Village Boards;
- In consultation with Planning Board Chairman, prepares legal notices for Planning Board and Board of Zoning Appeals and the agenda for "Business Sessions";
- May be required to attend meetings (when necessary) and provides information and to Planning Board, Board of Zoning Appeals and Board of Trustees 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, local building code and zoning laws;
- Good knowledge of the applicable Town or Village 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;
- Good knowledge of the principles and practices of supervision;
- 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 schooling;
- Honesty, integrity, thoroughness, tact, and good judgment are required;
- Physical condition commensurate with the demands of the position.

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### **Complete Scope of the examination and Expanded subtest descriptions:**

#### **Inspection procedures and principles**

These questions test for knowledge of the appropriate practices and methods to use when inspecting various types of building facilities and projects; including proper adherence to plans and codes; dealing with residents, owners, and contractors; and inspection record keeping.

#### **Understanding and interpreting building plans and requirements**

These questions test for the ability to read, analyze and perform computations based on technical drawings and written technical material related to building facilities and projects. All the information needed to answer the questions will be presented in the written material and/or drawings.

#### **Zoning inspection principles, related laws and codes, and site plan interpretation**

These questions test for knowledge of the concepts, terminology, and procedures used in real property and zoning inspection, including related legal documents, and for the ability to read, analyze, and perform computations based on real property and site drawings and on real property and zoning-related written presentations.

#### **Understanding and interpreting codes and ordinances**

These questions test for the ability to read and analyze various codes and requirements. Candidates will be provided with written selections related to code provisions (mainly dealing with zoning, housing and property management issues) and will be asked questions based on those reading passages. All the information needed to answer the questions will be presented in the written selections. Candidates will not be required to have any special knowledge related to the content areas covered in the reading selections.

#### **Test guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850