

**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:** Code Enforcement Officer

**EXAM NO:** 88277010

**SALARY:** Depends upon location - Town of Lansing, Hire rate \$28.78/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.

**Location of Position:**

There is currently one vacancy in the title of Code Enforcement Officer located at the Town of Lansing. 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 this eligible list.

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

**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 in Engineering or Construction Technology or related field; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full time paid (or the equivalent part-time) experience in building inspection, or as an independent contractor, skilled construction worker, or similar work in a closely related field; **OR**

(c) 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

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.

Incumbent 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. In addition, incumbents must attend and complete the continuing education requirements on an annual basis.

**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 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.

### **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.

### **Building construction and rehabilitation**

These questions test for knowledge of the various methods and materials used when constructing or renovating various types of buildings and their components.

### **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.

### **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.â

**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