

## CODE ENFORCEMENT OFFICER

---

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the enforcement of activities required for compliance with the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes and regulations. Activities are conducted both in the office and at inspection sites. The work is performed under general direction of the Chief elected official and or designee with significant leeway allowed for the use of independent judgment in carrying out details of the work. Supervision may be exercised over the work of Building Safety Inspectors and support staff. A Code Enforcement Officer does related work as required.

### TYPICAL WORK ACTIVITIES:

- 
- Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with the New York State Uniform Fire Prevention and Building Code;
  - Coordinates follow-up activities pertaining to the investigation of violations of the Fire and Building Code;
  - Interviews property owners, contractors, tenants, and complainants in determining nature of violations and initiation of appropriate corrective action;
  - Conducts hearings to resolve disputed matters involving the application or administration of the Fire and Building Code;
  - Issues decisions and advises on matters relative to interpretation of the New York State Fire and Building Code;
  - Participates in the inspection of various stages of construction of buildings and structures;
  - Issues building permits, certificates of occupancy, and corrective action reports;
  - Supervises the maintenance of office records and reports;
  - May appear before the local legislative body and community groups to explain policy and procedures used in code enforcement;
  - Prepares a variety of records and reports relevant to code enforcement activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Through knowledge of modern practices, principles, materials and tools used in building construction; through knowledge of the New York State Uniform Fire Prevention and Building Code; thorough knowledge of the principles and methods of fire prevention; good knowledge of the legal procedures used in enforcement of the codes; good knowledge of the principles and methods of field inspection; ability to read and interpret blueprints, surveys, maps, plans and specifications; ability to communicate effectively both orally and in writing; ability to deal effectively with the public; physical condition sufficient to perform the essential functions of the position.

---

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and Certification as a Code Enforcement Officer as issued by the New York State, Department of State, Office of Planning and Development, and either:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in architecture, architectural technology, building construction technology, fire protection technology or engineering and one (1) year experience in an occupation such as architect, appraiser, assessor, fire inspector, real estate broker, real estate developer, property manager, or in the traditional building trades; OR
- B) Three (3) years of experience in an occupation such as architect, appraiser, assessor, fire inspector, real estate broker, real estate developer, property manager, or in the traditional building trades.

SPECIAL REQUIREMENT:

1. Possession and maintenance of a valid driver's license appropriate to the vehicle(s) operated.
2. All code enforcement personnel must complete, annually, a prescribed program of continuing education requirements as required per NYCRR 1208-2.

\_\_\_\_\_  
CATTARAUGUS COUNTY CIVIL SERVICE

-  
\_\_\_\_\_  
Revised: 8/20/09; 7/30/18  
\_\_\_\_\_  
\_\_\_\_\_