

Director of Code Enforcement (NCP) Tompkins County

Department: Town of Ithaca

Classification: Competitive

Labor Grade: S

Approved: Town Board 05/12/2008

Revised: 11/15; 7/19

By: AG, Commissioner of Human Resources

QUALIFYING EXPERIENCE FOR TAKING THE NON-COMPETITIVE PROMOTIONAL EXAMINATION:

This is a non-competitive promotion examination in accordance with the terms of Section 52-7 of the New York State Civil Service law. Admission is limited to the designated employee of the Town of Ithaca.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is the chief administrative position responsible for planning, directing and supervising the activities and operations of the Code Enforcement Department. Pursuant to Town of Ithaca Code, the Director is the authorized chief enforcement officer of all the laws, ordinances, rules and regulations, codes and orders applicable to the use of land and the location, design, and demolition of the buildings and structures and their appurtenances located in the Town of Ithaca. Coordination with other town departments regarding development review and approvals, compliance and other related matters is essential. Work is performed in accordance with the policies of the Town Board, under the supervision of the Town Supervisor. There is considerable exercise of independent judgment and autonomy in carrying out details of the work. Supervision is exercised over the work of all department staff. Attendance at night meetings required. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Directs the daily operations of the department;
- Assigns, reviews and evaluates the work of principal subordinate staff, including hiring, firing, training, and disciplining staff;
- Prepares and monitors department budget in accordance with Town Board guidelines;
- Enforces the NYS Uniform Fire Prevention and Building Code, NYS multiple residence law, and other codes, ordinances, and regulations relating to construction, occupancy and land use in the Town;
- Explains the requirements of all related laws, ordinances, codes and regulations to contractors, architects, engineers, lawyers, real estate agents and the general public;
- Receives and handles public comments, concerns and issues regarding code enforcement;
- Serves as the general administrator to the Zoning Board of Appeals: prepares public hearing notices, processes ZBA applications, and interprets the Town Code;
- Supervises the issuances of building permits, certificates of occupancy, operating permits, sign permits, stop work orders and other similar permits as determined by town or other code;
- Serves as the permit authority under NYS Penal Law for the public display of fire works;
- Serves as compliance officer for Americans with Disability Act laws and certain NYS safety regulations;
- Supervises the inspections of buildings in the process of construction to ascertain that code requirements are met;
- Supervises the inspections of residential and nonresidential occupancies with regard to fire safety and property maintenance regulations;
- Orders corrections, improvements and alterations as needed;
- Issues notices to owners and builders of improper, hazardous or unlawful structures;
- Issues court appearance tickets for violations regarding the NYS Uniform Fire Prevention and Building Code, NYS Multiple Residence Law, and other codes, ordinances, and regulations relating to construction, occupancy and land use in the Town;
- Enforces applicable regulations for structures damaged by fires;
- Attends meetings and provides support to other town boards and committees;
- Meets regularly with Engineering and Planning staff to coordinate development reviews, compliances with Planning Board conditions, site plan and subdivisions, relating to approved development projects, code issues, storm water management and other matters of common concern;

- Serves as the liaison for the Town to the City of Ithaca Fire Department and Cayuga Heights Fire Department with regard to coordinated efforts, fire occurrences and hazardous materials incidents;
- Investigates complaints and assists in prosecuting cases of code violation;
- Maintains records and issues reports of building and inspection activities;
- Formulates and implements departmental policies and procedures, in accordance with overall Town policies and procedures;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough 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;
- Thorough knowledge of modern practices, principles, and materials used in building construction;
- Working knowledge of governmental organization and budgetary procedures;
- Knowledge of the laws and practices regulating the enforcement of municipal laws;
- Ability to supervise and direct the work of others;
- Ability to read and interpret building plans and specification;
- Ability to establish and maintain effective working relationships with other town staff, public officials, contractors, engineers, architects, lawyers and the general public;
- Ability to be firm, tactful, courteous and use good judgment;
- Ability to maintain confidentiality;
- Ability to communicate effectively, orally and in writing;
- Ability to use personal computers;
- Ability to prepare operating budgets;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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