

Enforcement Officer Tompkins County

Department: All Towns

Classification: Non-competitive for part-time (50% or less) in all Towns. Competitive if full-time or elsewhere.

Approved: NC per the NYS CSC

Revised: 7/98; 3/07; 10/10; 2/11; 9/15

MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a high school equivalency diploma **AND** two years of satisfactory experience as a building inspector, independent contractor, skilled building construction trades worker, or working with a fire fighting organization.

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

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this position assists in the enforcement of the provisions of the Multiple Residency Law of Uniform Fire Prevention, Building Codes, Energy Codes, junk codes, etc. This enforcement work involves responsibility for securing compliance with all provisions of applicable law or codes. Reports are received from the Fire Inspector or Code Enforcement Officer and, where violations are noted, action to secure compliance is instituted. The work involves the inspection and examination of premises to determine the extent of violation. The work is performed under the direct supervision of a Code Enforcement Officer or the general direction of the Town Supervisor or Town Board. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Explains the requirement of the law to contractors and the general public;
- Reads and studies plans and specifications for proposed buildings;
- Issues permits for the construction and alteration of a variety of dwelling units;
- Issues notices and orders;
- Receives statements from owners of multiple dwellings;
- Maintains records and issues reports;
- Issues certificates of occupancy for a variety of dwelling units;
- Makes complaints to the courts and against persons not complying with the Multiple Residence Law, Uniform Codes, junk codes or other codes as appropriate.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the Multiple Residency Law, Uniform Fire Prevention, Building Code, Energy Code, junk code and/or other applicable codes;
- Good knowledge of State, municipal and other related building codes;
- Ability to establish and maintain cooperative relationships with public officials, building contractors, and the general public;
- Ability to read and interpret plans and specifications;
- Must be courteous yet firm;
- Tact and good judgment;
- Good powers of observation;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.