

Electrical and Code Enforcement Officer Tompkins County

Department: Town of Ithaca

Classification: Competitive

Labor Grade: N

Approved: TB 02/2010

Revised: 11/15; 6/20; 5/2024

By: HB, Deputy Commissioner of Human Resources

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 Associate's degree in construction technology, electrical technology, electrical engineering or related field **AND three** (3) years of full time paid experience (or its part time equivalent), in the trades field; **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND five** (5) years of full time paid experience (or its part time equivalent), in the trades field ; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

NOTE:

Experience as a Code Enforcement Officer with electrical inspection experience may be substituted for the work experience in the electrical field required in (A), (B) and (C) above.

***SPECIAL REQUIREMENTS:**

- Incumbent must complete an electrical certification from the IAEI or the ICC within eighteen months of appointment, if they do not already have it. Incumbent must maintain electrical certification 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 twelve (12) months of appointment. In addition, incumbents must attend and complete the continuing education requirements on an annual basis. Incumbent must maintain said certification for the duration of employment.
- Must possess and maintain a valid New York State Drivers' License.

*Failure to maintain the licenses and certifications specified above may result in termination of employment.

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 the Town Code and enforces the National Electric Code, State Uniform Fire Prevention and Building codes family. 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 electrical permit applications including reviewing plans to determine compliance with the National Electric Code;

Examines building permit applications including reviewing plans to determine compliance with the New York State Uniform Fire Prevention and Building Codes family, as well as the Town Code;

Conducts inspections and reviews all rough wiring installations for concealment of such wiring in accordance with the performance specifications in the New York State Uniform Fire Prevention and Building code;

Conducts final inspections and fixture count on all electrical work requiring a permit;

Conducts electrical inspections on the installations of photovoltaics used as an alternate energy source;

Inspects construction sites including family dwellings, commercial buildings and industrial complexes for compliance with electric and 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, enforcing and interpreting the National Electric Code, NYS Uniform Fire Prevention and Building Codes family, and the Town Code to contractors, developers and the general public;

Investigates complaints concerning electrical, building and zoning code violations;

Prepares a variety of forms, records and reports relevant to Electrical and Code Enforcement activities;

Issues written notices to correct unsafe, illegal, or dangerous conditions in existing structures;

Issues electrical and 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;

Participates in required electrical and code enforcement trainings;

The incumbent will perform a variety of related duties as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, techniques and methods used in residential and commercial electrical construction work, by having a thorough knowledge of the National Electric Code;

Good knowledge of modern practices, materials and tools used in building construction 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 blueprints, surveys, maps, plans and specifications;

Ability to enforce codes, ordinances and regulations with firmness and tact, but courteously and professionally;

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;

Ability to effectively work with and serve a diverse local community;

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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