

Zoning/Code/Fire Enforcement Officer Tompkins County

Department: Various Towns and Villages
Classification: Competitive
Approved: 08/07/1990 Town Board Action
Revised: 09/91; 04/01; 02/05; 03/15
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Possession of a Bachelors Degree from a regionally accredited or NYS registered college or university in Civil Engineering, Construction Technology or a related field **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience as a building inspector, independent contractor, skilled building construction trades worker, or working with a fire fighting organization; **OR**

(b) Possession of an Associates Degree or 60 semester hours of study at a regionally accredited college or university with a focus on Civil Engineering, Construction Technology or a related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience as a building inspector, independent contractor, skilled building construction trades worker, or working with a fire fighting organization; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience as a building inspector, independent contractor, skilled building construction trades worker, or working with a fire fighting organization; **OR**

(d) Any combination of training and experience equal to or greater than that defined by the limits of (a), (b), and (c) above.

SPECIAL REQUIREMENT:

The successful candidate must be willing and able to participate in the NYS Code Enforcement Training (NYCRR-9b) and obtain certification within a reasonable time frame from the date of appointment (as determined by the Town or Village, based upon the frequency of classes).

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this class is responsible for administering and enforcing the New York State Uniform Fire Prevention and Building Code and the inspection of construction and building use for compliance with applicable town or village zoning laws. This employee will coordinate and supervise the work activities of Building Inspectors, Zoning Compliance Officers and/or clerical personnel to ensure compliance with the appropriate laws, codes, rules and regulations. The work is performed under the general policy direction of a Town or Village Board of Trustees. Supervision may be exercised over a small number of Building Inspectors, Zoning Compliance, Planning and/or Clerical personnel as necessary. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises the work of Building Inspectors, Zoning Compliance and/or Clerical personnel as appropriate;
- Administers and enforces all provisions of New York State Uniform Fire Prevention and Building Code and any applicable Town or Village Zoning Laws, Sign Laws, and other codes, laws, rules and regulations pertaining to the construction or alteration of buildings and structures;
- Prepares rules and regulations, application forms, building permits and certificates of occupancy for the approval of the local governing body to be used for the administration and enforcement of various codes, laws, etc.;
- Inspects building use for compliance with Zoning Laws;
- Supervises, coordinates and participates in the inspection of various stages of construction for compliance with Zoning Laws and upon completion of construction of buildings and structures;
- Issues, denies or revokes building permits, zoning permits, and certificates of occupancy as required;
- Explains and interprets the requirements of the Zoning Laws to contractors and the general public;
- Issues written notices to correct unsafe, illegal, or dangerous conditions in existing structures;

- Inspects, as necessary, buildings and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code;
- Issues a certificate of occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code and the Zoning Law;
- Maintains accurate records on all transactions and activities including all applications received, permits and certificates issued, fees charged and collected, inspection reports, and notice and orders issued;
- Prepares a variety of reports relevant to Code Enforcement activities for the municipal government;
- Cites violations and initiates civil and/or criminal complaints for continued noncompliance with the Uniform Fire Protection and Building Code;
- Provides clarification and interpretation of existing Zoning, Sign, and NYS Uniform Fire Prevention and Building Code Laws to the general public and Town or Village Boards;
- In consultation with Planning Board Chairman, prepares legal notices for Planning Board and Board of Zoning Appeals and the agenda for "Business Sessions";
- May be required to attend meetings (when necessary) and provides information and to Planning Board, Board of Zoning Appeals and Board of Trustees concerning action involving permits or appeals.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the modern practices, principles, materials and tools used in the building construction trades;
- Good knowledge of the State Uniform Fire Prevention and Building Code, local building code and zoning laws;
- Good knowledge of the applicable Town or Village Zoning Laws;
- Good knowledge of the principles of fire prevention;
- Good knowledge of basic building inspection techniques;
- Good knowledge of the principles and practices governing the storage and distribution of combustibles;
- Good knowledge of how to operate a personal computer and spreadsheet, word processing and database software;
- Good knowledge of the principles and practices of supervision;
- Ability to write clear and concise reports and to maintain records in an orderly manner;
- Ability to establish and maintain cooperative relationships with other public officials, building contractors and the general public;
- Ability to read and interpret plans and specifications;
- Ability to communicate effectively both orally and in writing;
- Ability to be firm but courteous;
- Willingness to attend all necessary schooling;
- Honesty, integrity, thoroughness, tact, and good judgment are required;
- Physical condition commensurate with the demands of the position.

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