

Civil Division: Towns  
Jurisdictional Class: Competitive  
Non-Competitive (part-time)  
EEO Category: Administrative Support  
Revised: 11/27/07

### **ASSISTANT CODE ENFORCEMENT OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves assisting in administering and enforcing the New York State Uniform Fire Prevention and Building Code or a local fire and/or building code, if approved by the State Fire Prevention and Building Code Council. The work is performed under the general supervision of the Code Enforcement Officer. There are no supervisory responsibilities over subordinate technical or clerical employees. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Aids in administering and enforcing provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules, and regulations pertaining to the construction or alteration of buildings and structures;

Assists in preparing 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 on enforcement of the various codes, laws, etc;

Meets with contractors and home owners to review construction plans for application of building permits;

Inspects various stages of constructions, and upon completion, of buildings and structures;

Issues, denies, or revokes building permits and certificates of occupancy, as required;

Explains zoning law and local building ordinances to applicants;

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

Investigates complaints of alleged zoning or building law violations;

Inspects, as necessary, buildings, and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code;

Checks zoning law to determine if construction plans comply with State provisions;

Attends planning and/or zoning board meetings to comment on applications for building permits, etc.;

Refers applicants who need variances to the Zoning Board;

Issues a Certificate of Occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code;

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;

Reviews building permit applications and zoning and subdivision laws to ensure compliance;

Prepares a variety of reports relevant to Code Enforcement activities for the municipal government concerned.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern practices, principles, materials, and tools used in building construction; good knowledge of the building trades; good knowledge of the State Uniform Fire Prevention and Building Code and the local zoning code; good knowledge of the principles of fire prevention; ability to write clear and accurate reports and 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.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, **AND EITHER:**

- (A) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in engineering technology, construction technology, or a closely related field; **OR**
- (B) Satisfactory completion of sixty (60) semester hours at a regionally accredited or New York State registered four year college or university in a program leading to a Bachelor's Degree in engineering: **OR**
- (C) Two (2) years of experience\* in building construction work or in a skilled building trade such as carpentry, plumbing, electrical or related trades.

\*Experience as a qualified building inspector can be submitted for an equivalent amount of the above required experience.

**NOTE:** Verifiable part-time experience as described in (C) above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Candidates for appointment in this class will be required to complete any mandated training as established by the New York State Department of State.

Adopted: 03/20/87  
Revised: 08/29/96, 11/27/07