

ASSISTANT FIELD INSPECTOR(TOWN OF GREENBURGH)

GENERAL STATEMENT OF DUTIES: Performs field inspections to ascertain compliance with Town Streets and Sidewalk laws, rules and regulations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a higher level DPW employee, the incumbent in this position is responsible for investigating and following-up on findings and complaints related to the violation of Town Streets & Sidewalk laws, rules and regulations. The incumbent performs routine field inspections to investigate illegal dumping, illegal accessways, permit compliance, and inappropriate street openings. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Performs routine field inspections to ascertain enforcement and compliance of Town Streets and Sidewalk laws;

Interprets laws, ordinances, rules to general public, contractors, commercial and residential property owners;

Investigates complaints received by Department of Public Works (re: illegal dumping, reported health hazards, illegal accessways, inappropriate street openings);

Photographs violations for records;

Checks town record for the filing of appropriate work permits (i.e. permits filed by Con Edison, Cable, and Telephone Companies);

Maintains a daily log of work activities (record of complaint, description of violation, permit filed and determination);

Investigates ownership of properties under violation;

Prepares written correspondence outlining violations and course of action to resolve matter;

Works in conjunction with other Town Departments (i.e. Building, Legal, Assessment) to resolve violation matters;

Prepares reports, memos as needed to document activities;

May attend legal proceedings and meetings.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the rules, regulations and laws governing Town Streets and Sidewalks; ability to read, understand, and interpret rules, regulations, and laws; ability to read and write English; ability to prepare clear and concise letters and reports; ability to deal cooperatively and effectively with the general public, contractors, commercial and residential property owners; ability to be firm but courteous; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college or university with a Bachelor's Degree; or (b) graduation from a standard high school course and three years of business experience, one year of which involved investigation work; or (c) a satisfactory equivalent combination of training and experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State the time of appointment.