

CODE ENFORCEMENT OFFICER (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position performs enforcement work related to quality of life issues such as littering, sanitation, noise, dumping, peddling, and similar activities as outlined in local codes, ordinances, and laws. Where violations are noted, action to secure compliance is instituted. This class is distinguished from that of Inspector titles in that it does not have ultimate responsibility for inspection and enforcement of the provisions of New York State Uniform Fire Prevention and Building Code and local codes, ordinances and laws pertaining to construction, which rests with other municipal employees; i.e., Building Inspector, Assistant Building Inspector, Fire Inspector, and Housing Inspector. Incumbents provide interpretive and information services, and must be fluent in both the Spanish and English languages. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both Spanish and English;

Investigates complaints of quality of life violations pertaining to local codes, ordinances, laws;

Patrols streets for evidence of unauthorized activities, structures, illegal dumping, and land uses;

Follows up on violations to assure correction by those responsible;

Explains the requirements of local codes, ordinances, laws to property owners, tenants, and general public;

Corresponds and meets with property owners and tenants regarding violations of the local codes, ordinances, laws and time allowed for correcting deficient conditions;

Inspects properties and streets for compliance with permits granted, exclusive of construction activities;

Makes complaints to the courts against persons not complying with the local codes, ordinances, and laws;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the local codes, ordinances, laws and other applicable regulations; ability to establish and maintain cooperative relationships with other public officials, and with the general public; ability to read and interpret laws, codes, ordinances; ability to prepare clear and concise letters and reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write and converse fluently in the Spanish language at a level sufficient to pass a Spanish Language proficiency test; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position, firmness with courtesy; integrity, reliability, tact; good observational skills; good judgment, physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of high school equivalency diploma and either: (a) two (2) years of work experience where the primary function of the position was conducting field inspections and/or investigations; or (b) two (2) years of work experience which required familiarity with municipal codes and ordinances; or (c) two (2) years of work experience which involved public contact*.

*DEFINITION: Public contact experience shall be defined as experience which includes, but is not limited to, information gathering, disseminating and clarifying, inspecting, negotiating or counseling. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State, appropriate to the vehicle to be operated.