

CODE ENFORCEMENT OFFICER

GENERAL STATEMENT OF DUTIES: Enforces the provisions of the local codes, ordinances, and laws pertaining to quality of life issues, i.e., littering, sanitation, noise, dumping, peddling, and similar activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position performs enforcement work related to quality of life issues as outlined in local codes, ordinances, and laws, i.e., littering, sanitation, noise, dumping, peddling, and similar activities. 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 local codes, ordinances and laws, which rests with other municipal employees; i.e., Building Inspector, Fire Inspector, Housing Inspector. In addition, this position is not responsible for the inspection and/or enforcement of construction codes, which rests with other municipal employees, i.e.; Building Inspector, Plumbing Inspector, Assistant Building Inspector.

EXAMPLES OF WORK: (Illustrative Only)

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;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

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

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, reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; firmness with courtesy; 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 involved field inspections or the conduct of field investigations; or (b) two (2) years of work experience which required familiarity with municipal codes and ordinances or the conduct of field investigations; or (c) two (2) years of work experience involving public contact*; or (d) a satisfactory equivalent combination of the foregoing training and experience.

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

* 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.