

DEPUTY DIRECTOR – DEPARTMENT OF TECHNICAL SERVICES (CODE ENFORCEMENT)  
(TOWN OF CORTLANDT)

GENERAL STATEMENT OF DUTIES: Responsible for overseeing the Town's code administration and enforcement and acts as staff to the Zoning Board; acts as head of the Code Enforcement Division of the Department of Technical Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director - Department of Technical Services, an incumbent of this class performs responsible technical work related to the administration and enforcement of all Town codes (Zoning, Steep Slopes, Wetlands, etc.) and the NYS Uniform Fire Prevention and Building Code. In addition, the incumbent acts in a staff capacity to the Zoning Board. While much latitude is provided for independent action, direction and supervision of the work is maintained by the Director. The incumbent may, as needed, conduct inspections of properties or in response to complaints. This position acts for and on behalf of the Director in his/her absence. Supervision is exercised over subordinate inspectors and enforcement personnel (i.e., Assistant Building Inspector(s), Fire Inspector(s), Code Enforcement Officer(s), etc.).

EXAMPLES OF WORK: (Illustrative Only)

Acts as head of the Code Enforcement Division of the Department of Technical Services;

Supervises or assists in supervising the work of subordinate inspection and enforcement personnel (Assistant Building Inspector(s), Fire Inspector(s), Code Enforcement Officer(s), Animal Warden(s), Parking Enforcement Officer(s), etc.) with responsibility for the day to day operations of the office and may, as required, perform the functions of inspectors and/or enforcement personnel;

Works with the Director of Technical Services and/or the Assistant to the Director of Technical Services (Code Enforcement) to ensure that day to day responsibilities are adequately addressed;

Interprets surveys, deeds, topographical surveys, site plans, plans and specifications;

Reviews materials and applications for all permits and licenses (i.e., Building permits, wetlands, steep slopes, signs, peddling, etc.);

Responds to questions and complaints on Town Codes and NYS Uniform Fire Prevention and Building Codes;

Reviews and/or issues violations, stop work orders and appearance tickets;

Receives from inspectors drafts of violation findings and prepares legal particulars (accusatory instrument) for Town Court to cite violations and backup issuance of ticket;

Determines which projects and issues are to be referred to the Zoning Board, receives and handles all Zoning Board applications, prepares information and agenda for the Board, attends Zoning Board meetings and acts in a staff capacity to the Zoning Board;

EXAMPLES OF WORK: (Illustrative Only)

Researches status of properties prior to zoning, building permits and certificates of occupancy for title searches, attorneys, etc., and issues duplicate certificates of occupancy and “prior to zoning” letters;

Reviews Town Codes for recommended revisions;

Works with the Assistant to the Director of Technical Services (Code Enforcement) regarding approval of departmental purchases, departmental payroll and overseeing other typical office functions performed by clerical support staff;

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

May attend various meetings in the absence of the Director.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the local building code and zoning, plumbing, and other local codes and ordinances; good knowledge of New York State Uniform Fire Prevention and Building Code; good knowledge of the requirements of the New York State Multiple Residence Law; good knowledge of zoning and subdivision principles, practices and local regulations; knowledge of modern office practices and procedures; knowledge of modern practices, principles, materials, tools used in building construction and plumbing installation; ability to read and interpret surveys, deeds, topographical surveys, site plans, plans and specifications; ability to present material both orally and in writing; ability to establish and maintain cooperative relationships with public officials, contractors, owners, engineers, architects, and general public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; courtesy, initiative; resourcefulness; good judgement; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and six (6) years experience in map, mechanical, structural or architectural drafting, the review of building or construction plans, civil engineering, planning or related fields of work involving the development or reading of plans or blueprints, including or supplemented by one (1) year supervisory experience in an office setting which involved contact with the public; or (b) a two year degree in map, mechanical, structural, architectural drafting, civil engineering or closely related field and four (4) years of experience as in (a) above, including the one year of specialized experience; or (c) a Bachelor’s Degree in Engineering or Architecture or other course of study applicable to building construction and two (2) years of experience as in (a) above, including the one year of specialized experience, or (d) a satisfactory equivalent combination of the foregoing training and experience.

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SPECIAL NOTE: Effective January 1, 1985, code enforcement personnel who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code and who commence employment on or after that date shall be required to complete the prescribed NYS minimum basic code enforcement training course.