

DIRECTOR OF CODE ENFORCEMENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Town Supervisor, Village Manager or similar position, an incumbent of this position is responsible for the administration and enforcement of all municipal codes (Zoning, Steep Slopes, Wetlands, Parking, Animal Control, etc.) and the New York State Uniform Fire Prevention and Building Code. As the top code enforcement/administrative position the incumbent is responsible for reviewing and passing on all plans and specifications of significant structures/projects; researching and preparing official responses to major complaints/violations; the certification of dangerous structures; and the administration and direction of the municipality's code enforcement department. Supervision is exercised over enforcement personnel including inspectors, code and parking enforcement officers, animal wardens, etc. as well as office/clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises a municipal department charged with the administration and enforcement of local municipal codes and the New York State Uniform Fire Prevention and Building Code;

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

Responds to questions and complaints from building contractors and the general public concerning municipal codes and New York State Uniform Fire Prevention and Building Codes;

Receives and reviews violation findings and prepares legal particulars for Court to cite violations and backup issuance of tickets;

Reviews materials and applications permits for all significant (large scale) structures/developments;

Issues permits and certificates of occupancy, particularly for significant structures;

Inspects and determines whether damaged structures can be repaired or must be demolished, in many cases, at the request of the local fire departments after a structural fire;

Attends various meetings and represents the municipality, as required;

Works in conjunction with various boards (i.e., Plumbing Board, Fire Advisory Board, Electrical Board, etc.);

Maintains records of acts and decisions;

Prepares periodic reports detailing complaints, outstanding violations, and activities of the code enforcement department;

Prepares departmental budget;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the requirements of the municipal building codes, zoning and plumbing ordinances, and the New York State Multiple Residence Law; thorough knowledge of modern practices, principles, materials, and tools used in building construction and plumbing installation; thorough knowledge of zoning and subdivision principles, practices and local regulations; good knowledge of New York State Uniform Fire Prevention and Building Code; good knowledge of the legal procedures used in the enforcement of codes; ability to read and interpret surveys, deeds, topographical surveys, site plans, plans and specifications; ability to read and interpret laws, codes and ordinances; ability to plan, organize, direct, coordinate and supervise the work of others; ability to present material both orally and in writing; ability to prepare reports and maintain records; ability to establish and maintain cooperative relationships with public officials, contractors, owners, engineers, architects, and general public; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; honesty; thoroughness; initiative; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) six (6) years of on-site building construction experience and/or investigative work to enforce codes and ordinances specifically related to the construction and safety of building structures, including or supplemented by one (1) year as either a general contractor (including on-site building construction, inspection or supervision) or a sub-contractor or foreman for a major construction trade such as carpentry, plumbing, electrical or heating and ventilation or (b) Bachelor's Degree* in Engineering, Architecture or related field of study applicable to building construction and two (2) years of experience in the design, construction or supervision of the construction of buildings.

SUBSTITUTION: An Associate's Degree* in Civil Technology; Building Construction Technology; Construction Management; Engineering Science or related field may be substituted for up to two (2) years of the general experience described in (a); a Bachelor's Degree* in Civil Technology; Building Construction Technology; Construction Management; Engineering Science or related field may be substituted for up to four (4) years of the general experience described in (a). However, for both options, there is no substitution for the one (1) year of specialized experience described in (a).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

NOTE 2: Depending upon the scope of authority vested in this position by the appointing jurisdiction, appointees may be required to meet the requirements of Public Officers Law.

SPECIAL REQUIREMENTS:

1. Possession of a valid license to operate a motor vehicle in New York State at time of appointment. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

2. 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 minimum basic code enforcement training course, which includes the subject areas set forth in Section 434.6 of New York State Department of State Rules and Regulations, Title 19, Chapter XII, Part 434, within one year of initial appointment. In addition, they are required to maintain certification on an annual basis by completing in-service training as outlined in Part 434 – Minimum Standards for Code Enforcement Personnel in the State of New York.

Town of Cortlandt, Village of Ossining, Village of Elmsford

J. C.: Competitive

Job Class Code: 0505

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