

Wanted: Full Time Code Enforcement Officer for Town of Lenox (including Village of Wampsville). The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code. Under the general direction of the Town or Village Board, provides for the coordination of all activities relevant to ensuring compliance with the appropriate laws, codes, rules, and regulations. The incumbent performs related work as required. Position requires Code Enforcement Officer certification from the New York State Department of State or attainment of same on the job.

Minimum Qualifications Include:

Graduation from high school or possession of a high school equivalency diploma and either:

- (A) Possession of an associate degree with specialization in civil engineering, construction technology or a related field; OR
- (B) Satisfactory completion of 60 semester hours at an approved four-year college or university in a program leading to a bachelor's degree in civil engineering, construction technology, or a related field; OR
- (C) Two years of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL NOTE: Experience as a qualified building inspector can be substituted for an equivalent amount of the above required experience. Possession of Code Enforcement Officer certification from the New York State Department of State can be substituted for the experience required above.

Complete enforcement Officer job description available online at www.lenoxny.com

Benefits include NYS Retirement & Health Insurance Benefits.

Email Resume or Letter of Interest to tolsuper@cnyemail.com no later than March 24, 2022.

Madison County
Civil Division: Towns and Villages
Jurisdictional
Allocation: Competitive
Adopted: February 18, 1987
Revised: November 17, 1997
Revised: January 25, 1999

CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code. Under the general direction of the Town or Village Board, provides for the coordination of all activities relevant to ensuring compliance with the appropriate laws, codes, rules, and regulations. A Code Enforcement Officer may supervise a small number of Inspectors, and/or clerical personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

Administers and enforces all provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules, and regulations pertaining to the construction or alteration of buildings and structures;
Prepares rules and regulations, application forms, building permits and certificates of occupancy for the approval of the local governing body, to be used for the administration on enforcement of the various codes, laws, etc.;

Supervises, coordinates, and participates in the inspection of various stages of construction, and upon completion of construction of buildings and structures;
Issues, denies, or revokes building permits and certificates of occupancy as required;
Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures;
Inspects, as necessary, buildings and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code;
Issues a certificate of occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code;
Maintains accurate records on all transactions and activities including all applications received, permits and certificates issued, fees charged and collected, inspection reports and notice and orders issued;
Prepares a variety of reports relevant to Code Enforcement activities for the municipal government.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials, and tools used in building construction; good knowledge of building trades; good knowledge of the State Uniform Fire Prevention and Building Code and the local Zoning Code; good knowledge of the principles of fire prevention; ability to write clear and concise reports and to maintain records in an orderly manner; ability to establish and maintain cooperative relationships with other public officials, building contractors and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; integrity; thoroughness; tact; sound judgement; physical condition commensurate with the demands of the position.

Code Enforcement Officer (continued)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- (A) Possession of an associate degree with specialization in civil engineering, construction technology or a related field; OR
- (B) Satisfactory completion of 60 semester hours at an approved four-year college or university in a program leading to a bachelor's degree in civil engineering, construction technology, or a related field; OR
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