

# TOWN OF CLAY – CLAY, NY

## JOB POSTING

### CODES ENFORCEMENT OFFICER

**JOB FUNCTION:** The position involves the enforcement of local building and zoning laws, and the NYS Building Code. The applicant should have knowledge of plan review, property maintenance, building inspection, fire inspection, the issue/denial of permits, and working with the public. All candidates must have certification as a New York State Codes Enforcement Official.

#### **DUTIES AND RESPONSIBILITIES:**

- Investigates complaints and assists in prosecuting violation of the building and fire prevention code and zoning ordinances.
- Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits.
- Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws, including N.Y. State Uniform Fire Prevention and Building Code.
- Issues building permits and furnishes the prescribed certificates of occupancy upon application.
- Explains the requirements of the local building code, local zoning ordinances and the N.Y. State Uniform Fire Prevention and Building code law and other applicable laws to building contractors and to the general public.
- Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction.
- Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures.
- Inspects existing buildings and structures to insure their conformity with safety standards and eliminating of fire hazards.
- May conduct investigation of source, origin, and circumstances of fires, and fire prevention code.
- Prepares periodic reports and keeps related records and may supervise a small size staff.
- Other duties as assigned.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the requirements of the local and New York State Fire Prevention and Building Code and Zoning Code.
- Good knowledge of practices, principles, materials and tools used in building construction.
- Good knowledge of fire prevention practices and procedures.
- Good knowledge of the building trades.
- Ability to inspect buildings and enforce provisions of building and fire prevention codes.
- Ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public.
- Ability to read and interpret plans and specifications.
- Ability to prepare written and oral reports and maintain detailed records.

#### **MINIMUM QUALIFICATIONS:**

Promotion:

One (1) year of permanent competitive class status in the title of Deputy Codes Enforcement Officer. **(OVER)**

Open Competitive

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in architecture, architectural technology, building construction technology, fire protection technology or engineering; or,
- B. Two (2) years of work experience, or its part time equivalent, in the performance of building or fire inspections or code enforcement activities; or in building trades; building construction or repair; or,
- C. Four (4) years of work experience in firefighting\*, two (2) years of which must have been in a supervisory capacity; or,
- D. Current certification as a New York State Code Enforcement Official. A copy of certification must be submitted with the application.

\*NOTE: Work experience in firefighting means length of time in calendar years as an active member in good standing in a fire department. This does not have to be full-time experience.

\*All candidates must have/ or be able to obtain certification as a New York State Codes Enforcement Official.

NOTE: At time of appointment, New York State Public Officers Law requires United States Citizenship.

**SPECIAL NECESSARY REQUIREMENT:**

Once appointed, candidates must meet the training and certification requirements set forth by the Office of Fire Prevention and Control (see section 434.5 – Certification of Code Enforcement Personnel - of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR).

This position requires taking and passing a competitive Civil Service Exam for title Codes Enforcement Officer (42290) or Deputy Codes Enforcement Officer (42410). The position is open as a lateral transfer or to qualified candidates on the civil service list.

If you feel you meet the above requirements and wish to be considered for this position, please **submit your written request with qualifications to the following:**  
[hrmanager@townofclayny.gov](mailto:hrmanager@townofclayny.gov).

**Salary Range; \$52,000 - \$56,000/year DOE**

**Other Duties: Position reports directly to the Commissioner of Codes Enforcement. Employee will be required to be on call during the week; this will include additional compensation to be discussed during the interview process.**