

Civil Division: Towns, Villages
Jurisdictional Class: Competitive (FT)
Non-Competitive (PT)
EEO Category: Protective Service: Sworn
Revised: 04/19/11

CODE ENFORCEMENT OFFICER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a town or village for which candidates are selected on a trainee basis. Term of the trainee appointment shall be for twelve (12) months, during which time the employee is required to satisfactorily complete a certified basic training program as defined by the New York Department of State's Division of Code Enforcement and Administration, TITLE 19 (NYCRR), section 434.5*. This training should familiarize the employee with all activities relevant to ensuring compliance with the appropriate laws, codes, rules and regulations. The work is performed under general supervision of a superior with some leeway for independent judgment. Supervision over others is not a responsibility of employees in this class. Upon satisfactorily completion of the designated trainee service, the trainee may be advanced to the title of Code Enforcement Officer without further examination. Employee performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Learns and assists in administering the 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;

Learns and assists in the preparation of application forms, building permits, certificates of occupancy for the approval of the local governing body to be used for the administration of the various codes;

Assists in inspections of various stages of construction of buildings and structures;

May issue, deny, or revoke building permits and certificates of occupancy;

May issue written notices to correct unsafe, illegal or dangerous conditions in existing structures;

May issue certificates of occupancy for buildings constructed or altered in compliance with the provisions of the Uniform Code;

Learns and assists in maintaining accurate records for transactions and activities such as permits and certificates, fees charged and collected, inspection reports, and notice and orders issued;

May prepare a variety of reports relevant to Code Enforcement Officer activities for the municipal government.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of building trades; ability to learn the principles, materials and tools used in building construction; ability to learn the New York State Uniform Fire Prevention and Building Code and the local zoning codes; ability to learn 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 learn to read and interpret plans and specifications; ability to be firm but courteous; honesty; tact; good judgment.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: Possession of a current, valid, appropriate level New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

SPECIAL REQUIREMENTS: Candidate is required to complete the mandated training program, as established by the Department of State, TITLE 19 (NYCRR), within twelve (12) months of appointment.

***NOTE:** Pursuant to NYS Department of State TITLE 19 (NYCRR), section 434.5(b):

The specific course requirements of this part may be waived by the State Fire Administrator where it is shown that the applicant has successfully completed NYS Fire or Code Enforcement Training courses, federally-sponsored courses or courses offered by an accredited college, university or professional society which are equivalent to the course requirements of this part. Adequate documentation supporting a request for waiver shall include information verifying course content, attendance, grade awarded, as the case may be, and shall be submitted to the State Fire Administrator in such format as he shall require.

Adopted: 07/11/90

Revised: 07/05/95, 11/08/00, 07/08/05, 08/04/06, 04/19/11

