

## **CODE ENFORCEMENT OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position inspects existing structures and property to ensure compliance with local and state housing regulations, standards, Multiple Residence Law and standards for Commercial and Business Establishment Multiple Residence Law and local fire codes. Performs routine inspections and files reports; makes recommendations regarding findings. The work is performed under the general direction of higher-level official with leeway allowed for independent judgment in carrying out the details of work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Inspects buildings and property according to an assigned schedule for compliance with state and local codes;
- Inspects buildings in the process of construction in order to ascertain that code requirements for reinforced concrete, framing, structural steel, footings, insulation, plumbing and fire protection features have been met;
- Reviews construction plans to check compliance with the building code;
- Inspects existing buildings and structures and notes general condition and safety for continued use; issues order to correct or abate;
- Approves building construction and plans prior to issuing permits;
- Provides routine information regarding codes to landlords, property owners, tenants, government officials, etc.;
- Performs investigations of structures and properties which may result from complaints;
- Prepares written reports and recommendations of all inspections and/or re-inspections;
- References inspections reports with codes and laws to indicate section number of violation code;
- Enters all inspections and re-inspections in the log book.

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

- Good knowledge of the local codes and ordinances regarding standards for existing structures;
- Working knowledge of state laws regarding sanitary and multiple residence requests;
- Working knowledge of local codes and regulations regarding fire prevention and safety;
- Ability to establish and maintain cooperative relations with the public;
- Ability to prepare and present reports clearly and concisely in written and oral form;
- Ability to follow instructions;
- Good powers of observation;
- Willingness to perform field investigations;
- Tact;
- Good judgment.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and completion of a mandated training program offered by the New York State Uniform Fire Prevention and Building Code – Title 19.

### **SPECIAL REQUIREMENT:**

Possession of an appropriate New York State driver's license at time of appointment and throughout employment.

### **NOTE:**

Eligibility for the training programs as set forth in Sec. 434.6 of Title 19 NYCRR, Part 434; Minimum Standards For Code Enforcement Personnel in the State of New York.

Juris. Class: Competitive  
ACCS Adopted: 2/11  
Last Revised: 12/24

Experience will be rated as follows: 0 - 20 hours worked per week = ½ time; 21+ hours worked per week = full time.

For positions in Albany County Government a background check may be performed. This may include, but is not limited to, verifying past employment and/or education history, credit history review, driving abstract review and/or criminal background investigation.