

NOW HIRING

PART-TIME CODE ENFORCEMENT OFFICER

Town of Berne

The Town of Berne is accepting applications for a Part-Time Code Enforcement Officer to assist with inspections and enforcement of local and New York State building and fire codes.

POSITION DETAILS

- Up to 20 hours per week
- \$29.00 per hour
- Flexible part-time municipal position
- Work includes field inspections, permit review, complaint investigations, and code compliance

MINIMUM REQUIREMENTS

- High School Diploma or GED
- NYS Code Enforcement Certification Required
- Completion of NYS Uniform Fire Prevention & Building Code training (Title 19)
- Valid New York State Driver's License

RESPONSIBILITIES INCLUDE

- Inspecting buildings and properties for code compliance
- Reviewing construction plans and permits
- Investigating complaints and violations
- Preparing reports and maintaining records
- Assisting residents and property owners with code questions

IDEAL CANDIDATE

- Strong communication and organizational skills
- Ability to work independently
- Knowledge of building, fire, and safety regulations
- Professional and community-oriented attitude

APPLY TODAY

Submit application and resume to the Town Clerk via email or in person.

Certification required at time of appointment.