

CODE ENFORCEMENT OFFICER I (SPANISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is work involving responsibility for performing inspections to ensure compliance with local codes, laws and ordinances and taking action to address violations. Incumbents of this position focus solely on local codes, laws and ordinances and are not responsible for enforcing the New York State Uniform Fire Prevention and Building Code. The work is distinguished from a Code Enforcement I in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Notes. Supervision is received from a Code Enforcement Officer III or the municipality's designated code enforcement administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols municipality for evidence of violations of local codes, ordinances and laws (e.g., littering, recycling, property maintenance, noise, peddling, parking in fire lanes or handicapped zones, etc.);

Investigates complaints and performs inspections for compliance with local codes laws and ordinances;

Issues notices of violations and/or summonses to violators;

Meets and/or corresponds with property owners and tenants to provide instructions regarding the violation(s) found and time allowed for corrective action;

Performs follow-up inspections to ensure compliance;

Testifies in court cases where violations are contested;

Prepares a variety of forms, records and reports relevant to Code Enforcement activities;

May issue tickets for illegal parking.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of local codes, laws and ordinances*; working knowledge of inspection practices and techniques; ability to read and interpret local codes; ability to communicate effectively, both orally and in writing; ability to maintain simple records of work activities; ability to establish and maintain cooperative working relationships with others; ability to read, understand and speak Spanish.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

1. One (1) year of paid work experience involving building construction, work in a building trade or in a position requiring familiarity with municipal building and/or zoning codes or ordinances; or

2. One (1) year of paid work experience conducting field inspections and/or investigations.

NOTES:

1. An Associate's degree or higher in Building Technology, Architecture, Engineering Technology or comparable curriculum shall be deemed fully qualifying.

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2. Incumbents are expected to possess Level I proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent be able to satisfy routine social demands and limited work requirements. Can handle most social situations, including introductions and casual conversations about current events, as well as work, family and autobiographical information. Can provide instructions on routine, concrete matters. Can translate routine correspondence and documents with the aid of a dictionary and/or grammar book. Can get gist of most conversations on non-technical subjects, and has a speaking vocabulary sufficient to respond simply with some circumlocutions. Accent, though faulty, is intelligible. Can read with general accuracy news items on non-technical topics and general correspondence.

SPECIAL REQUIREMENT: Possession of a valid driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.

*To be demonstrated during the probationary period.