

## **CODE ENFORCEMENT OFFICER I**

**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. 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.

**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.

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

**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.

R.C.D.P. (04.01.2015) 09.05.2024  
Competitive  
(Part-Time is Non-competitive in any Town or Village)

02.25.2025 New York State Civil Service approved Non-competitive title in the NY HELPS Program.