

CODE ENFORCEMENT OFFICER II (SPANISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is work involving responsibility for performing inspections to ensure compliance with local and state codes, laws and ordinances and for taking action to address violations. The work is distinguished from a Code Enforcement Officer II 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 Note. 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.) as well as state codes (e.g., codes outlined in the New York State Uniform Fire Prevention and Building Code);

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

Issues notices of violation 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local codes, laws and ordinances*; good knowledge of the New York State Uniform Fire Prevention and Building Code; good knowledge of inspection practices and techniques; ability to read and interpret local and state codes, laws and ordinances; ability to communicate effectively, both orally and in writing; ability to maintain records of work activities; ability to establish and maintain cooperative working relationships with others; ability to read, understand and speak Spanish.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and two (2) years of paid work experience involving building construction, work in a building trade or in a position requiring familiarity with municipal codes and ordinances; or
2. An Associate's degree or higher in Building Technology, Architecture, Engineering Technology or comparable curriculum.

NOTE: Incumbents are expected to possess a level II 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 speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding a standard newspaper, correspondence and official documents.

(over)

SPECIAL REQUIREMENTS:

1. It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in the New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall complete the prescribed minimum basic code enforcement training within the applicable period established under that Part as well as required annual in-servicing training.
2. 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.

PROMOTION: One (1) year of permanent competitive class status as a Code Enforcement Officer I (Spanish-Speaking).

*To be demonstrated during the probationary period.