

CODE ENFORCEMENT OFFICER III

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. Incumbents of this position have some administrative responsibilities and may review site plans to make recommendations regarding approval. Supervision is received from the municipality's designated code enforcement administrator and work guidance (e.g., lead work) is provided to lower-level Code Enforcement Officers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates complaints and performs inspections for compliance with local and state codes laws and ordinances;
Investigates complaints and performs inspections concerning building and zoning code violations;
Issues written 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 as well as to the activities of the unit;
Reviews notices of violation prepared by Code Enforcement Officers I and/or II to recommend and/or determine further action;
Evaluates complaints received and assigns inspection duties to Code Enforcement Officers I and/or II;
May review site plans and make recommendations regarding approval.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local codes, laws and ordinances*; thorough 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 prepare reports of office activities; ability to give work direction and oversee the work of others; ability to establish and maintain cooperative working relationships with others.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and three (3) years 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; one (1) year of which involved directing and overseeing the work of others; or
2. An Associate's degree or higher in Building Technology, Architecture, Engineering Technology or comparable curriculum and one (1) year of paid work experience directing and overseeing the work of others involved in building construction, work in a building trade or in a position requiring familiarity with municipal building and/or zoning codes or ordinances.

NOTE: A Bachelor's degree or higher in Architecture, Engineering or comparable curriculum shall be deemed fully qualifying.

(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: Two (2) years of permanent competitive class status as a Code Enforcement Officer II or Code Enforcement Officer II with any parenthetical language designation (e.g., Spanish-Speaking, French/Creole-Speaking, Yiddish-Speaking, etc.).

*To be demonstrated during the probationary period.

R.C.D.P. (05.03.2019) 09.05.2024
Competitive

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