

DIRECTOR OF CODES ENFORCEMENT

DISTINGUISHING FEATURES OF THE CLASS:

Under the general direction of a municipal official, an incumbent of this position administers and directs a municipality's code enforcement department. The incumbent is responsible for all municipal codes including the New York State Uniform Fire Prevention, Zoning and Building Codes. As the chief code enforcement/administrative position, the incumbent is responsible for reviewing and authorizing all plans and specifications for significant structures/projects; researching and preparing official responses to major complaints and/or violations and the certification of dangerous structures. Supervision is exercised over a number of technical and clerical personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises a municipal department charged with the administration and enforcement of municipal codes, NYS Uniform Fire Prevention, Zoning and Building Codes;
2. Responsible for all permits and licenses (i.e. building permits, wetlands, steep slopes, signs, peddling, etc.);
3. Responds to questions and complaints on municipal codes and NYS Uniform Fire Prevention, Zoning and Building Codes and plumbing ordinances;
4. Responsible for applications permits for all significant (large scale) structures/developments;
5. Directs the issuance of permits and certificates of occupancy, particularly for significant structures;
6. Inspects and determines whether damaged structures can be repaired or must be demolished at the request of the local fire departments after a structural fire;
7. Attends various meetings and represents the municipality, as required;
8. Works in conjunction with various boards (i.e. Plumbing Board, Fire Advisory Board, Electrical Board, etc.);
9. Prepares and oversees the departmental budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of basic inspection techniques;

Thorough knowledge of the structural, mechanical and electrical components of building construction;

Thorough knowledge of the requirements of the Uniform Fire Prevention and Building Code, and zoning ordinances;

Good knowledge of the New York State Multiple Residence Law;

Good knowledge of the building trades;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Cont'd

Good knowledge of the principles and practices governing the storage and distribution of combustibles;
Working knowledge of the principles of engineering and architecture;
Ability to prepare written reports and maintain records;
Ability to establish and maintain cooperative relationships with other public officials, building contractors, and with the general public;
Ability to read and interpret building plans and specifications;
Ability to communicate effectively both orally and in writing;
Ability to be firm but courteous;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and::

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in engineering, architecture building science or a related field and two years of full-time work experience supervising the construction of buildings as a building contractor, construction superintendent, general contractor or construction supervisor;
- OR: (B) Six years of full-time work experience supervising the construction of buildings as a building contractor, construction superintendent, general contractor or construction supervisor;
- OR: (C) A satisfactory equivalent combination of training and experience within the limits of (A) and (B) above.

NOTE: Full-time experience as a qualified municipal building or plumbing inspector or as an assistant municipal building or plumbing inspector may be substituted for the above work experience or education requirement on a year-for-year basis.

SPECIAL REQUIREMENTS:

1. Candidates must possess a valid New York State driver license at time of appointment.
2. Pursuant to New York State Executive Law, candidates must successfully complete training as prescribed by the New York State Department of State, Division of Code Enforcement and Administration after initial appointment. It is the responsibility of the appointing authority to ensure that employees shall complete the prescribed minimum basic code enforcement training within the applicable period established, as well as required annual in-service training. For further information on these requirements, you may access <http://www.dos.state.ny.us/code/edu.htm>

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