



# SENECA COUNTY

*eAN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



**Code Enforcement Officer  
2019 rate: \$18.87 per hour**

**Full benefits package including NYS Retirement**

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

### MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in architecture, architectural technology, building construction technology, fire protection technology or engineering; OR
- B. Graduation from high school or possession of an equivalency diploma and two (2) years of work experience, or its part-time equivalent, in the performance of building or fire inspections or code enforcement activities; or in building trades; building construction or repair; or firefighting; OR
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B).

EXPERIENCE AS A QUALIFIED MUNICIPAL BUILDING INSPECTOR OR ASSISTANT BUILDING INSPECTOR CAN BE SUBMITTED FOR AN EQUIVALENT AMOUNT OF THE ABOVE REQUIRED EXPERIENCE.

### SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Driver's License at time of appointment. Must maintain license throughout employment.

Please apply online at <https://seneca-portal.mycivilservice.com/joboppps>

Applications Accepted Up To:  
December 15, 2018  
or until position is filled

## **DISTINGUISHING FEATURES OF THE CLASS:**

Under the general direction of the Senior Code Enforcement Officer, the Code Enforcement Officer is responsible for reviewing and passing on all plans and specifications submitted with applications for local building permits and for inspecting all buildings, both erected and under construction and repair, for compliance with approved plans and specifications and the Uniform State Fire Prevention and Building Code and other related codes as may be adopted. The inspection of large-scale construction involving reinforced concrete and structural steel is a responsibility of this position. Supervision may be exercised over a technical and/or clerical staff.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern practices, principles, materials and tools used in building construction and plumbing installation, including a good knowledge of construction involving reinforced concrete and structural steel; thorough knowledge of fire prevention methods, thorough knowledge of the requirements of the State Uniform Fire Prevention and Building Code; good knowledge of the building trades; fundamental knowledge of the principles of engineering and architecture; ability to make simple reports; ability to establish and maintain cooperative relationships with other public officials, building contractors, plumbing contractors, and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; thoroughness; tact; good judgement; good physical condition.

## **TYPICAL WORK ACTIVITIES: (Illustrative Only):**

Reviews, checks and passes plans and specifications submitted with Uniform Fire Prevention and Building Code applications for compliance with the Uniform Fire Prevention and Building Code and other applicable laws and ordinances prior to issuing permits;  
Inspects buildings and structures for structural and/or fire hazards as required in the Uniform Code, and other applicable laws and ordinances;  
Explains the requirements of the State Uniform Fire Prevention and Building Code and other applicable laws and ordinances;  
Provides for removal of illegal or unsafe conditions and services the necessary safeguards during construction;  
Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;  
Maintains records of acts, decisions, and investigations;  
Prepares periodic reports required by Code Enforcement Officer;  
Keeps informed on the latest construction and fire prevention methods and the latest code, law or ordinance changes and makes this information available to interested individuals and groups.

Posting Date: November 29, 2018