



## CITY OF FULTON DEPARTMENT OF PERSONNEL

141 South First Street, Fulton, NY 13069 | 315-593-2222

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### **Code Enforcement Officer**

*This position is provisional, you will need to take a Civil Service test, when it is available, and score in the top 3 to remain in the position.*

#### **Distinguishing Features of the Class:**

The work involves responsibility for enforcing various provisions of local law including zoning laws and the New York State Uniform Fire Prevention and Building Code. An employee in this class is responsible for enforcing standards for the condition, occupancy, maintenance, conservation, rehabilitation and renewal of existing building structures and premises and for the safeguarding of life and property therein. Work is performed under the general supervision of an administrative official depending upon assignment, with leeway allowed for the exercise of independent judgment as permitted by an administrative official. Does related work as required.

#### **Typical Work Activities:**

Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits.

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws, including the New York State Uniform Fire Prevention and Building Code.

Issues building permits and furnishes the prescribed certificates of occupancy and compliance.

Explains the requirements of the local building code, local zoning ordinances and the New York State Uniform Fire Prevention and Building Code and other applicable laws to building contractors and to the general public.

Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction.

Inspects existing buildings and structures to insure their conformity with State and Local Laws.

Investigates complaints and assists in prosecuting violations of the building and fire prevention code and zoning ordinances.

Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures.

Prepares inspection reports and keeps related records.

**Full Performance Knowledge Skills, Abilities & Personal Characteristics:**

Good knowledge of the requirements of the Local and New York State Fire Prevention and Building Code and Zoning Code.

Good knowledge of practices, principles, materials and tools used in building construction.

Good knowledge of fire prevention practices and procedures.

Good knowledge of the building trades.

Ability to inspect buildings and enforce provisions of building and fire prevention codes.

Ability to establish and maintain cooperative relationships with other public officials; with building contractors and with the general public.

Ability to read and interpret plans and specifications.

Ability to prepare written and oral reports and maintain detailed records.

Physical condition commensurate with the need to inspect building construction sites and existing structures.

**Minimum Qualifications:**

Graduation from a regionally accredited or New York State registered college or university with and an associates degree in architecture, architectural technology, building construction technology, or engineering; or

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

An equivalent combination of training and experience as defined above.

**Note:** New York Public Officers Law requires United State Citizenship.

**Special Training and Certification are required under Section 159-A of the New York State Executive Law: Title 19NYCRRC Part 434.**