

TOWN OF CAMILLUS PART-TIME OPEN POSITION Code Enforcement Officer or Building Safety Inspector

Job Description can be found on the Town of Camillus Website: www.townofcamillus.gov

**The Town of Camillus occupies 35 square miles of land, which includes
Fairmount, Amboy-Belle Isle, and Warners; currently home to 25,346 residents.**

**Pay Rate: \$25.00 per hour, maximum of 14 hours per week.
Must have valid NYS Drivers' License.**

APPLY TO: Human Resources, atindall@townofcamillus.com

Distinguishing Features

Dependent on the applicant's certification, the work involves responsibility for serving a town performing periodic fire-safety and property maintenance inspections; plan review, construction inspections, issue permits, certificates of compliance and certificates of occupancy; and enforcement of local laws and ordinances in zoning, property maintenance, nuisance vehicles, etc., among other duties under the direction of a Municipal Code Officer and/or Building Inspector.

Work is performed with established procedures and involves inspecting existing structures, property areas, and review of various plans, specifications, to enforce the Town Code, the NYS Uniform Fire Prevention and Building Code and other related laws, codes and ordinances concerning building standards, property maintenance and fire prevention. Incumbents inspect both commercial and residential occupancy. This work involves complaint investigation and documentation, issuance of violations, and various other activities related to code enforcement.

Typical Work Activities:

Based upon applicant experience, typical work activities are listed below. While providing examples of the work assignments, this does not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

- Explains local laws and zoning restrictions and permit application procedures to government officials, contractors, and the public.
- Prepares information for the Zoning Board of Appeals and the Court.
- Makes recommendations regarding requests for zoning and local law variances and special use permits.
- Reviews plans and conducts inspections for compliance with municipal codes and local laws and ordinances governing areas such as fire safety, property maintenance, construction, zoning, trees, etc., and issues warnings, violation notices, and summonses, and testifies in court in this regard.
- Reviews and approves or disapproves plans and specifications submitted with building permit applications for compliance with the Uniform Fire Prevention and Building Code, the Energy Conservation Construction Code and other related laws, codes and ordinances concerning building standards and fire prevention.
- 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; Issues building permits and furnishes the prescribed certificates of occupancy upon application after completion of construction or repair.

- Explains the requirements of the Uniform Fire Prevention and Building Code, the Energy Conservation Construction Code, and other related laws, codes and ordinances concerning building standards and fire prevention to building contractors and the general public.
- Inspects existing buildings and structures to insure their conformity with fire safety and property maintenance codes.
- Orders unsafe conditions in existing buildings and structures to be removed and arranges for condemnation notices to owners of hazardous buildings and structures.
- Monitors buildings and structures during construction and orders correction of illegal or unsafe conditions; Investigates complaints and assists in prosecuting violations of the Uniform Fire Prevention and Building Code, the Energy Conservation Construction Code, and other related laws, codes and ordinances concerning building standards and fire prevention.
- Maintains records of acts and decisions; Prepares reports on buildings and structures erected and altered, of permits issued, of fees collected and of estimated costs of work covered by such permits and other reports as required.

Full Performance Knowledges, Skills, Abilities And Personal Characteristics:

- Good knowledge of modern practices, principles, materials and tools used in building construction and maintenance; good knowledge of the requirements of the New York State Uniform Fire Prevention and Building Code, the Energy Conservation Construction Code, and other related State and local codes and ordinances.
- good knowledge of other municipal laws, codes, and ordinances for which the incumbent has enforcement responsibility; good knowledge of the building trades; 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 establish and maintain effective working relationships with government officials, construction trades people and the public.
- ability to read and interpret plans and specifications; ability to read, interpret and enforce a variety of laws, codes, ordinances, rules and regulations related to municipal code enforcement; ability to be firm but courteous.
- Honesty; good judgment; physical condition commensurate with the demands of the position.

Minimum Qualifications: Either:

- Graduation from an accredited or NYS recognized college/university with a Bachelor's Degree in Engineering, Architecture, Construction Technology or a related field and one year of work experience in building construction, building inspection or substantially similar work which included understanding and complying with or explaining laws, rules and regulations.
- OR Graduation from high school or high school equivalency diploma and five (5) years' work experience as described in A above.
- OR An equivalent combination of training and experience as described in A and B above.
- OR Be NY State Certified as a Code Enforcement Official or Building Safety Inspector.

Special Requirement: Code enforcement staff charged with enforcement of NYS Uniform Fire Prevention and Building Code and/or NYS Energy Conservation Construction Code are required to complete the code enforcement official basic training program outlined in Title 19 of NY Codes, Rules and Regulations (NYCRR), part 1208 Minimum Standards for Code Enforcement Training in NYS Section 1208-3.2(c), within 18 months after the date of initial appointment or 18 months after the date of first attendance at a course included in the basic training program, or have obtained certification pursuant to the provisions of Section 1208-5.4.

They are required to maintain active code enforcement official certification annually by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208-3.4.

Building Safety Inspectors (BSI) and Code Enforcement Officials (CEO) are required to complete annual In-Service training to maintain an active certification.

According to 19 NYCRR 1208-1.2(h), enforcement activities include but are not limited to:

- fire safety and/or property maintenance inspections of existing buildings and structures.
- review and/or approval of plans incidental to the issuance of a permit for the construction or alteration of buildings and structures.
- construction inspections performed during and/or upon completion of the construction or alteration of buildings and structures.

Building Safety Inspectors: The annual In-Service training requirements for BSIs are:

- 6 hours of In-Service training is required each calendar year (January 1 to December 31).
- Of the 6 hours, at least 3 hours must be completed training courses approved by the Department of State, Division of Building Standards and Codes (DBSC) in Topic 1, Code Enforcement and Administration (19 NYCRR 1208-3.3(b)(1)).
- A maximum of 3 hours of Professional Development Electives may be applied toward the 6 hours of annual In-Service training.

Code Enforcement Officials: The annual In-Service training requirements for CEOs is as follows:

- 24 hours of In-Service training is required each calendar year (January 1 to December 31).
- 12 of these hours must be obtained by completing training courses that are approved by the Department of State, Division of Building Standards and Codes (DBSC). Of the 12 hours of approved courses:
 - at least 3 hours in Topic 1, Code Enforcement and Administration (19 NYCRR 1208-3.3(b)(1)). at least 3 hours must be obtained in Topic 2, Uniform Fire Prevention and Building Code (19 NYCRR 1208-3.3(c)(1)).
 - at least 3 hours in Topic 3, Energy Conservation Construction Code (19 NYCRR 1208-3.3(c)(2)).
 - Professional Development Electives courses pertinent to your work. A maximum of 12 hours of Professional Development Electives may be applied toward the 24 hours of annual In-Service training.

TOWN OF CAMILLUS REQUIREMENT:

Must have valid NYS Drivers' License, free from major infractions, acceptable to our insurance carrier.