



Code Enforcement Officer

Job Specification
Classification: Competitive
Series: Code Enforcement
Level: 1 of 3

DISTINGUISHING FEATURES OF THE CLASS: This is the first level of the Code Enforcement series and is responsible for enforcing and ensuring compliance with all state building codes. Responsibilities include reviewing building plans; performing inspections; and issuing permits and certifications.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Reviews, evaluates, and determines compliance of building plans as related to state building codes and City zoning ordinances; assists designer in modifying plans to meet requirements, and offers guidance throughout project.
- Performs field inspections of project sites; ensures construction meets state codes and city ordinances.
- Investigates complaints and gather information and photographs for use in determining code violations and necessary remediation measures; performs follow-up of complaints with appropriate parties.
- Issues building permits and certificates of occupancy when projects are complete and all code-related requirements are met.
- Answers questions and concerns from citizens, project designers, construction crews, and other departments.
- Facilitates scheduling, project changes, and inspection requirements through inter-departmental communication, meetings, forms, correspondence, reports, and required documentation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Department operations and functions;
- Federal, state, and local property codes, ordinances, regulations, and laws;
- Various computer applications and related software;
- Construction materials and practices as they relate to code enforcement or project remediation;
- Basic architectural and engineering principles as they relate to understanding building plans and project designs;
- Customer service principles when assisting clients and the public.

Ability to:

- Use a computer and related software applications;
- Read and understand zoning maps and charts;
- Answer questions related to zoning and building codes and regulations;
- Perform field inspections;
- Evaluate plans and offer technical advice to ensure compliance with codes;
- Apply and explain federal, state, and local property codes, ordinances, regulations, and laws;
- Keep department-related records;
- Communicate clearly, using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher in mechanical or construction technology or related course and 2 years of experience in the building construction field or code enforcement; or
- (B) Graduation from high school or possession of a high school equivalency diploma and 4 years of varied experience in the building construction field or code enforcement; or
- (C) An equivalent combination of training and experience as defined by the above.

Licensing requirements: Current NYS driver's license appropriate for the vehicles to be operated.

SPECIAL NECESSARY REQUIREMENT:

Candidate must possess a certification of competency from the Examining Board of Plumbers within 1 year of appointment and must maintain certification for continued employment.

This requirement is imposed by Article 4 of the New York General City Law, which requires a plumbing inspector to obtain a certificate of competency from a city's examining board of plumbers. Pursuant to the Bylaws of the City of Watertown's Examining Board, no person shall be qualified for such a certificate unless that person shall take the Board examination and participate in the Board's practical testing. To do so, the applicant must prove, to the Board's satisfaction, qualifications stemming from several years of work and experience in the trade, business, or calling of plumbing.

Classification history:

Adopted: 5/16/2000

Revised: 8/22/2005; 10/18/2005; 3/20/2012; 5/20/2014; 5/22/18