

CODE ENFORCEMENT OFFICER TRAINEE

DEPARTMENT: Town of Owego
CLASSIFICATION: Competitive
SALARY: TBD
ADOPTED: 11/21/2023 Town Board Meeting/Town of Owego

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for reviewing plans and conducting inspections to ensure compliance with zoning ordinances and NYS Uniform Fire Prevention and Building Code. The incumbent will assist the Code Enforcement Officer in enforcing the New York State Uniform Fire Prevention and Building Code. Work is performed under general supervision of the Code Enforcement Officer. As an incumbent develops their knowledge base, additional leeway will be allowed for independent action. Does related work as required.

Trainee appointments are for a one (1) year duration, following which incumbents who have satisfied all training requirements and successfully completed a probationary period will be advanced to the title of Code Enforcement Officer without further examination.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Examines building permit applications including reviewing plans to determine compliance with the New York State Uniform Fire Prevention, Building code, Energy Code, as well as local laws and zoning ordinances;
- Assists in explaining and interpreting the Uniform Fire Prevention, Building Code and local zoning ordinances and laws to contractors, developers, and the general public;
- As instructed, issues building permits, certificates of occupancy, and violation notices;
- May attend Town Board, Zoning Board of Appeals, and Planning Board meetings;
- Assists with investigating complaints concerning building and zoning code;
- Assists in preparing variety of forms, records, and reports for Code Enforcement activities;
- Responds to phone inquiries concerning all services provided by the office;
- Performs clerical and administrative tasks as assigned;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the State Uniform Fire Prevention and Building Code and local Zoning Code; good knowledge of building trades; working knowledge of modern practices, principles, materials and tools used in building construction; working knowledge of the principles of fire prevention; ability to write clear and concise reports and to maintain records in an orderly manner; ability to establish and maintain cooperative relationships with other public officials, building contractors and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous, thoroughness; tact; good judgment; 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 registered college or university with an associate degree with specialization in civil engineering, construction technology, fire science or a closely related field; **OR**
- b. One (1) year of full-time experience or its part-time equivalent in either of the following:
 - interpretation of building, plumbing, zoning or other related codes and ordinances;
 - experience in a construction trade;
- c. Possession of one or more of the following certifications: NYS Building Safety Inspector; NYS Code Enforcement Official
- d. An equivalent combination of training and experience as defined by the limits of a) and b), and c).