



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

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### REVISED

**TITLE:** CODE ENFORCEMENT OFFICER (Provisional\* Appointment)  
**SALARY:** \$64,671 - \$83,245 annually  
**LOCATION:** Monroe County Department of Environmental Services  
**HOURS:** Normally Monday - Friday (40 per week)

#### **JOB SUMMARY:**

This position, located in the Department of Environmental Services, is responsible for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code with respect to buildings, premises, and equipment in the custody of Monroe County. Responsibilities include the administration and enforcement of codes related to building and demolition, permits, and certificates of occupancy. The employee represents the Department and the County on issues of planning, design coordination, and historic preservation at State Board of Review. **The employee reports directly to, and works under the general supervision of the Supervisor of Building Maintenance or other higher level staff member.** General supervision is exercised over a technical and clerical staff. Does related work as required.

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Planning, Architecture, Engineering, or Construction Technology, or a closely related field plus one (1) year paid full-time or its part-time equivalent experience in commercial or institutional building construction design or management; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Planning, Architecture, Engineering, or Construction Technology, or a closely related field plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Planning, Architecture, Engineering, or Construction Technology or a closely related field plus five (5) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) Seven (7) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), and (D) above.

#### **SPECIAL REQUIREMENTS:**

**Must obtain a valid New York State Basic Code Enforcement Training Certificate indicating successful completion of the training requirements for Code Enforcement Officials pursuant to Title 19 New York Codes,**

Rules and Regulations (NYCRR), Parts 434 and 1208 either within the first (1<sup>st</sup>) eighteen (18) months of employment or within eighteen (18) months from the date of the first (1<sup>st</sup>) training course attended, whichever is the shorter.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Revised Posting Date:** February 13, 2019

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.