



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: CODE ENFORCEMENT OFFICER (Provisional* Appointment)

SALARY: \$63,715 - \$82,014 annually

LOCATION: Monroe County Department of Environmental Services

HOURS: Normally Monday - Friday (40 per week)

JOB SUMMARY:

This position, 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 Deputy Director of Environmental Services. General supervision is exercised over a technical and clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) 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, plus five (5) years paid full-time or its part-time equivalent experience in commercial and/or institutional building construction design or commercial and/or institutional construction 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, 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 a Master's degree in Planning, Architecture, Engineering, or Construction Technology, plus one (1) year experience as defined in (A) above; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Possession of a current New York State Basic Code Enforcement Training Certificate indicating successful completion of the training requirements for Code Enforcement Officials pursuant to Title 19 (NYCRR), Parts 434 and 1208.**

****New York Codes, Rules and Regulations**

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

Posting Date: December 18, 2017

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.