

CODE COMPLIANCE INSPECTOR

Code No.: 4-09-068

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important position which involves responsibility for investigating reported violations of the Town/Village Codes pertaining to land and property use, and in some jurisdictions for parking enforcement. These employees are required to make on site inspections to verify complaints, issue warnings, take photographs of violations and survey the surrounding properties. Work is performed under general supervision from a higher ranking official. Supervision of others is not a characteristic of this class. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Inspects reported violations of the town or village codes and ordinances on junked cars, littering and refuse, peddlers and vendors, excavations and dumping, carnivals and entertainment;

Makes on-site investigations to verify complaints;

Issues letters of warnings to violators and court appearance summons;

Takes photographs of violations;

Writes simple reports of incidents for town or village court;

WHEN ASSIGNED TO THE VILLAGE OF PITTSFORD:

Enforces on street parking;

Assists with traffic flow problems;

Directs traffic as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of community relations; working knowledge of the methods, practices and procedures involved in zoning, community planning and code compliance especially as they relate to land and property use; working knowledge of the legal procedures in code enforcement; working knowledge of office management techniques. When assigned to the Village of Pittsford: working knowledge of enforcement work as it pertains to traffic control; ability to write basic incident reports; ability to communicate well both orally and in writing; integrity; tact; good judgment; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus:

Two (2) years of paid full-time or its part-time equivalent experience in responsible public contact work involving the resolution of complaints.

NOTE: Education beyond high school can be substituted for the required experience on a year-to-year basis.

SPECIAL REQUIREMENT: Possession of a valid New York State Class 5 driver's license at the time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: March 20, 1986

REVISED: November 19, 1987