

CODE ENFORCEMENT INSPECTOR - PART-TIME

Code No.: 6-03-040

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for enforcing codes and ordinances, and for administering a home improvement grant program for the Public Works or Building Department of a Town or Village. The employee investigates, documents, reports violations of codes and ordinances, and enforces compliance in the areas of junk cars, litter, illegal signs and building permits. In addition, the employee handles the applications, follow-up inspections, and paperwork for the home improvement grant program. Direct supervision is received from the Building Inspector. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates alleged code violations through research of past records and on-site inspections;

Documents all investigations in written reports which may include photographs;

Assists in the preparation of violation notices to code violators, and in the enforcement of code compliance;

Explains local ordinance, code and permit application procedures to the public;

Assists in the preparation of information for the Zoning Board and the court;

Reviews home improvement grant applications, does preliminary inspections of houses, writes work descriptions, approves estimates and applications and processes paperwork for payment of home improvement grants;

Assists in department record maintenance activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of Town and Village codes and ordinances; working knowledge of zoning laws; working knowledge of housing construction techniques and materials; working knowledge of the techniques used in gathering and compiling data; ability to prepare clear and concise narrative reports; good oral communication skills; ability to understand and follow written and oral instructions; ability to deal with the public; thoroughness; integrity; good judgment; tact; physical condition commensurate with the demands of the position.

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

- (A) One (1) year of full-time or its part-time equivalent paid experience in building construction, building materials handling, building or public works related inspection, or

code enforcement activities, OR,

- (B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Building Technology, Civil Technology or a related field; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

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: July 9, 1981

REVISED: November 3, 1982