

ORDINANCE INSPECTOR

Department: Public Safety Enforcement

Classification: Competitive

Specification Number: 4440

Approved: 4/20/2023

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school, or vocational school in a job-related field, or possession of a high school equivalency diploma, and two (2) years of experience in inspectional or investigative work which utilizes codes or standardized procedures and regulations pertaining to public order and safety.

NECESSARY SPECIAL REQUIREMENTS

At the time of appointment, and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

****All employees hired in this title must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs must be attended.**

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this title performs inspections to determine compliance with Town ordinances and regulations regarding housing, building, zoning, fire safety, sanitation, amusement, signs and other areas concerning public order and safety. The incumbent does not perform the technical inspections for new construction or major renovations. The incumbent is responsible for serving summonses when necessary to obtain compliance. Work is performed under the supervision of a Department Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES

Receives and investigates complaints about violations of local ordinances;
Interviews residents and property owners regarding complaints and recommendations for correcting violations;
Issues and serves summonses if violations are not corrected;
Prepares reports on inspections conducted and recommends actions to correct violations;
Reviews records to establish ownership of property and to determine if permits and licenses required by local ordinances have been obtained;
Maintains records of code violations and corrective action taken;
Answers inquiries from the public concerning local ordinances;
Prepares written reports and recommendations concerning local ordinances;
Prepares information for court regarding violations;
May appear as a witness in Town court.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of Town procedures for the enforcement of local ordinances; thorough knowledge of federal, state and local laws, ordinances and regulations concerning public order and safety; good knowledge of effective investigatory techniques; ability to keep records and to prepare written reports; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.