

ORDINANCE ENFORCEMENT OFFICER

Department: Public Safety Enforcement

Classification: Competitive

Specification Number: 4450

Approved: 7/25/2023

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 four (4) years of experience in inspectional or investigative work which utilizes codes or standardized procedures and regulations pertaining to public order and safety.

PROMOTIONAL

Two (2) years of permanent competitive status as an Ordinance Inspector or Ordinance Inspector (Spanish Speaking).

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 coordinates and conducts inspections of residential and commercial properties to determine compliance with Town ordinances and codes. The incumbent is responsible for managing and executing the daily operations within the Code Enforcement division of the Department of Public Safety. Provides indirect supervision and direction to other code enforcement subordinates. Work is performed under the supervision of a Department Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES

Investigates complaints and issues summonses if violations are not corrected;
Ability to deal with irate, hostile, difficult or diverse citizens in a professional manner;
Conducts and supervises follow-up inspections on violations to assure correction by those responsible;
Explains corrective actions and the requirements of Town codes, ordinances, and laws to property owners, tenants, and the general public;
Receives and investigates complaints about violations of local ordinances;
Monitors lower level employee work performance and identifies performance issues for upper management;
Establish and maintains records of code violations and corrective action taken;
Appears as a witness in Town Court and prepares documents for attestation in court.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of federal, state and local laws, ordinances and regulations concerning public order and safety; ability to interpret and explain said laws, ordinances, codes, and regulations to subordinates and residents; ability to deal with irate, hostile, difficult or diverse constituents in a professional manner; ability to review and analyze reports of inspectors and supervise the work of employees in a manner conducive to full performance and high morale; ability to use methods and techniques for record keeping, report preparation and writing; physical condition commensurate with the demands of the position.