

ASSISTANT CODE ENFORCEMENT OFFICER

GENERAL STATEMENT OF DUTIES: Assists in the inspection of dwellings and other structures in an intermunicipal Code Program for compliance with provisions of state law and local Housing Standards Codes, rules and regulations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Program Administrator - Preservation and Rehabilitation Program, and the direct supervision of the Code Enforcement Officer, the incumbent in this class assists in the enforcement of the Housing Standards Code, which involves the responsibility for assisting in the examination of dwellings and properties to determine and secure compliance with minimum housing standards in dwellings in the municipalities in the local consortium. On the initial property inspection, the incumbent will accompany the Code Enforcement Officer in the visual inspection to determine proper heating, lighting, ventilation, fire safety, etc. The incumbent may perform follow-up inspections on his/her own to insure compliance with previous directives. Supervision is not a feature of this class.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the inspection of dwellings for safe and unobstructed passageways, stairways and exits;

Assists in the inspection of dwellings for cleanliness, proper disposal of garbage and rubbish, and vermin infestation;

Enters dwellings and dwelling units and assists in the inspection of heating, lighting, ventilating and sanitary facilities for code compliance;

Assists in investigations of complaints of violations of the Housing Standards Code;

Assists in the preparation of reports of inspections made and violations found;

Prepares detailed descriptions of dwellings and premises;

Maintains records of inspections and follows up on violations to assure correction by property owner.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the laws, codes, ordinance and regulations governing residential dwellings; good knowledge of the proper installation of heating, lighting, ventilating and plumbing fixtures; some knowledge of existing governmental resources and housing programs; ability to maintain cooperative relationships with property owners, building operators and tenants; ability to follow oral and written directions; ability to prepare descriptions of inspections; initiative; dependability; good powers of observation; good judgment; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either (a) completion of an Associate's Degree* in Architecture, Building Technology or Civil Engineering; or (b) two (2) years of experience in the field of municipal building/housing inspection, or in an architectural/engineering firm specializing in the inspection of buildings, or related building construction field; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.