



Code Compliance Officer

Provisional Appointment – Pending Civil Service Exam

Part-Time Position

Starting Salary: \$20,804

CSEA Benefits Apply

Preference in Appointment May be Given to City of Newburgh Residents

GENERAL STATEMENT OF DUTIES:

Performs routine inspection of homes and property to determine compliance with the NYS Building Code and City ordinances. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves the inspection of homes and property to detect violations of the NYS Building Code, and local City ordinances. Re-inspections are made to determine whether reported violations have been corrected. General supervision is exercised over this position by the Code Compliance Supervisor. Inspections follow prescribed schedules and standard inspection forms are used.

EXAMPLES OF WORK: (Illustrative Only):

Inspects interiors of homes for wiring, plumbing, structural and other building code violations; Inspects exteriors of homes and property for violations of the Building Code; Prepares reports on each inspection; Issues summons and testifies in court proceedings; Reviews construction plans and discusses purposes and policies to homeowners.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

Working knowledge of the City's housing and building codes; Working knowledge of the NYS Uniform Fire Prevention and Building Code; Good knowledge of the modern practices, principles, materials and tools used in building construction; Good knowledge of the legal procedures used in enforcement of the codes; Ability to communicate effectively both orally and in writing; Ability to deal effectively with the public with tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- A. Possession of a New York State Basic Code Enforcement Training Certificate, Certification by NYS as a Code Compliance Technician or Code Compliance Officer, or;
- B. One year as a building contractor, or journey level trades worker, or in the design of buildings, or in the inspection of buildings for safety and/or compliance with codes; or
- C. Two years as a helper in one or more of the building trades or with experience having issued summonses for a government agency, or;
- D. An equivalent combination of training and experience as defined above.

SPECIAL. REQUIREMENT:

Possession of a valid driver's license at time of appointment and throughout tenure.

Send resume with cover letter thru 1/22/16 to
mmills@cityofnewburgh-ny.gov

The City of Newburgh is an Equal Opportunity Employer.

