

DIRECTOR OF OPERATIONS (BUILDING CODE & ENFORCEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Public Works and Transportation, an incumbent of this position is responsible for reviewing and approving all plans, specifications, and inspection reports submitted with applications for building permits and certificates of occupancy, for compliance with state and local codes. Responsibility involves supervising or performing the inspection of all County-owned buildings, other than those specifically exempted by ordinances or resolution, both erected and under construction and/or repair, for compliance with approved plans and specifications, the local building code, zoning and plumbing ordinances, multiple residence law(s), and other relevant requirements. Incumbent is responsible for municipal facilities in which the County is the authority having jurisdiction (AHJ) as well. Work may also include supervising and/or participating in routine inspection activities in connection with existing buildings and structures. Supervision is exercised over a number of professional and technical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in the inspection of all County-owned buildings to ensure compliance with all applicable building codes and regulations; may supervise the inspection of municipal facilities in which the County is the authority having jurisdiction (AHJ);

Represents the Commissioner of Public Works and Transportation on the Westchester County Electrical and/or Plumbing Licensing Boards, as directed;

Reviews, checks and approves plans and specifications submitted with building permit applications for compliance with the building codes, zoning and plumbing ordinances and applicable laws prior to issuing permits;

Inspects buildings and structures in the process of construction and/or repair and at completion for compliance with approved plans and specifications and all applicable laws and ordinances;

Reviews plan amendments submitted during construction for approval;

Disseminates to the appropriate parties building plans and specifications prior to issuing building permits; issues building permits and furnishes the prescribed certificates of occupancy upon application;

Explains the requirements of the local building code, the New York State multiple residence law, zoning and plumbing ordinances and other applicable ordinances to building contractors and to the public;

Provides for the removal of illegal or unsafe conditions and ensures the implementation of interim safety measures while corrective action measures are carried out;

Inspects existing buildings and structures to ensure their conformity with safety standards;

EXAMPLES OF WORK: (Cont'd.)

Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;

Investigates complaints and assists in prosecuting violations of the building code and zoning and plumbing ordinances;

May check permit applications for compliance with zoning ordinances including size requirements for land, size restrictions for signs and buildings, and possible zoning variance requirements;

May inspect piping, traps, fixtures and drainage to see that the work is being carried out in accordance with approved plans and specifications and applicable ordinances and laws;

Maintains records of acts and decisions;

Prepares periodic reports of buildings and structures erected or altered, or permits issued, of fees collected and estimated costs of work covered by such permits;

Prepares and submits reports of buildings found in an unsound condition and/or in violation of building codes and conducts follow-up inspections to ensure compliance;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

May perform incidental tasks as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of basic inspection techniques; thorough knowledge of modern practices, principles, materials, tools used in building construction and plumbing installation; thorough knowledge of the requirements of the local building code and zoning and plumbing ordinance; good knowledge of the New York State multiple residence law; good knowledge of the building trades; ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public; ability to read and interpret plans and specifications; ability to prepare reports and maintain records; ability to be firm but courteous; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; honesty; thoroughness; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* in Engineering, Architecture or related field and five years of experience in on-site building construction and/or inspection experience related to the enforcement of building codes and ordinances; including one year of supervisory experience.

SPECIAL REQUIREMENTS:

1. Possession of a valid license and current registration to practice as a Registered Architect or Professional Engineer in New York State.
2. Effective January 1, 2015, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and/or New York State Energy Conservation Construction Code shall be required to complete the code enforcement official basic training program as outlined in Title 19 of New York Codes, Rules and Regulations (NYCRR), Part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c), within the shorter of eighteen (18) months after the date of initial appointment or eighteen (18) months after the date of first attendance at a course included in the basic training program, or have obtained certification pursuant to the provisions of Section 1208-5.4. In addition, they are required to maintain active code enforcement official certification on an annual basis by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208-3.4. It is the responsibility of the appointing authority to ensure that employees who have been certified as code enforcement officials maintain their certification on an annual basis pursuant to these sections throughout the duration of their employment.
3. This position is a public officer position and as such, must meet the requirements of the Public Officer's Law, including residency. Incumbents must be a New York State resident at time of appointment.
4. Possess and maintain a valid license to operate a motor vehicle in New York State at time of appointment.

*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 Department of Education as a post-secondary, degree-granting institution.

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Job Group: XV