

ASSISTANT CODE ENFORCEMENT OFFICER-ASSISTANT FACILITIES MANAGER  
(VILLAGE OF TUCKAHOE)

GENERAL STATEMENT OF DUTIES: Assists in enforcing the provisions of the local codes, ordinances and laws pertaining to quality of life issues, i.e. littering, sanitation, noise, dumping, peddling, and similar activities and assists in overseeing the general maintenance and operations of all Village owned or managed buildings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Building Inspector-Facilities Manager, the incumbent of this position assists in enforcing the provisions of the local codes, ordinances and laws pertaining to quality of life issues (i.e., littering, sanitation, noise, dumping, peddling and similar activities). Where violations are noted, action to secure compliance is instituted. This position is distinguished from that of Inspector titles in that it does not have ultimate responsibility for inspection and enforcement of the provisions of local codes, ordinances and laws, which rests with other municipal employees; i.e. Building Inspector-Facilities Manager, etc. This position is not responsible for the inspection and/or enforcement of construction codes, which rests with other municipal employees, i.e., Building Inspector-Facilities Manager. In addition to code enforcement duties, the incumbent assists with the supervision of the daily operations of Village owned properties including the oversight of contract maintenance personnel, servicing and maintenance of all building mechanical and/or communications systems, operating equipment, and the general basic repair of buildings. Village facilities include a Community Center, Library and Village Hall, which has leased spaced to business tenants. Supervision is exercised over Village employees assigned to the Building Department and building maintenance/repair tasks.

EXAMPLES OF WORK: (Illustrative Only)

Investigates complaints of quality of life violations pertaining to local codes, ordinances, laws; Patrols streets for evidence of unauthorized activities, structures, illegal dumping, and land uses;

Maintains records and follows up on violations to assure correction by those responsible;

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;

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

Prepares detailed descriptions of dwellings and premises;

Assists in overseeing the work of contractors for building services/maintenance and inspects work done to ensure compliance with contracts;

EXAMPLES OF WORK (Illustrative Only) (continued)

Makes periodic inspections of maintenance activities to see that they are being performed according to best practice;

Receives and investigates tenant complaints and responds accordingly;

Assists in planning, scheduling and supervising alterations, repair and maintenance projects to Village buildings;

Requisitions new equipment and orders maintenance supplies;

Ensures compliance with all local, State and Federal regulations;

Assists in supervising Village employees assigned to the Building Department and building maintenance/repair tasks;

Keeps records and makes reports as required;

May make small repairs, i.e., change light bulbs, repair locks, lubricate equipment, etc.;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of local codes, ordinances, laws and other applicable regulations; ability to establish priorities in the maintenance and/or repair of buildings and their operating systems; ability to plan and supervise all phases of building maintenance and/or repair; ability to establish and maintain cooperative relationships with building contractors and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and either: (a) two years of work experience where the primary function of the position involved field inspections; or (b) two (2) years of work experience which required familiarity with municipal codes and ordinances or the conduct of field investigations; or (c) two (2) years of work experience involving public contact\*, or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State, appropriate to the vehicle to be operated.

\*Public contact experience shall be defined as experience which includes, but is not limited to, information gathering, disseminating and clarifying, inspecting, negotiating or counseling. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person.