

Director of Code Enforcement  
(Village of Port Chester)

GENERAL STATEMENT OF DUTIES: Administers the village's enforcement activities of the Department of Code Enforcement; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Village Manager, the incumbent has full charge for municipal code administration and enforcement activities of the Department of Code Enforcement with the exception of the NYS Fire Prevention and Building Code as it relates to construction and building inspections which fall under the purview of the Building Department, and parking enforcement which falls under the purview of the Police Department. Incumbent administers a comprehensive code enforcement and housing inspection program to ensure safety and well being of village residents by enforcing property maintenance and quality of life ordinances. Supervision is exercised over a number of enforcement/administrative personnel including Housing Inspectors, Code Enforcement Officers and clerical support personnel.

EXAMPLES OF WORK: (Illustrative Only)

Plans and implements a comprehensive code enforcement and housing inspection program including the periodic legally mandated inspections of all multi-family housing structures, places of public assembly, and other non-residential establishments in order to ensure on-going code compliance and safeguard village residents;

Researches and responds to major complaints and violations in the village;

Receives and reviews violation findings and prepares legal particulars for Court processing and potential trials;

Coordinates follow-up activities pertaining to the investigation of code violations;

Participates in departmental personnel selection, training and evaluation;

Prepares and participates in the annual budget process and administers departmental budget;

Maintains office reports and records relevant to code enforcement activities;

Attends various meetings, hearings and conferences related to code issues and represents the village, as required;

EXAMPLES OF WORK: (Illustrative Only) (con't)

Works in conjunction with the Building Department and various boards and commissions of the village as it relates to code enforcement;

May be consulted in instances where the history of violations on a given property is required;

May be involved in the review of major site plans and subdivisions;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the requirements of applicable village codes, local laws and ordinances; good knowledge of the legal procedures used in the enforcement of codes; ability to plan, organize, direct and coordinate the work of others; ability to present material both orally and in writing; ability to enforce codes, ordinances and regulations with firmness and tact; ability to establish and maintain cooperative relationships with public officials, contractors, property owners, and general public; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; courtesy; initiative; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) Bachelor's Degree in either Engineering, Architecture, Planning or a closely related field and two (2) years of experience in code enforcement/inspection activities for a public agency; or (b) six (6) years of experience in code enforcement/inspection activities for a public agency

SUBSTITUTION: Successful completion of 30 college credits at a recognized college in the fields of study specified above may be substituted on a year for year basis for up to (4) four years of the required experience.

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(Village of Port Chester)

Page 3

SPECIAL REQUIREMENT: Possession of driver's license appropriate for operating a motor vehicle in New York State.

NOTE: Depending upon the scope of authority vested in this position by the appointing jurisdiction, appointees may be required to meet the requirements of the Public Officers Law.

Village of Port Chester  
J. C.: Competitive  
1

Job Class Code: 0966