

## SENIOR CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Building Inspector or other high level administrator, the incumbent of this position is responsible for administrating and enforcing local codes, ordinances, and laws for a town or village. The work involves conducting inspections and investigations, and overseeing the work of subordinate Code Enforcement Officers in noting violations and securing compliance regarding issues such as littering, sanitation, noise, dumping, and similar activities. This position is not responsible for the inspection and/or enforcement of construction codes, which rests with other municipal employees, i.e.; Building Inspector, Plumbing Inspector, Assistant Building Inspector. This class differs from a Code Enforcement Officer in that a Senior Code Enforcement Officer handles the more difficult and complex inspections and investigations, and is required to lead and train lower level subordinate staff as well as coordinate and schedule their assignments. A Senior Code Enforcement Officer may also be called upon to testify in court, as needed. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Leads staff engaged in the investigation of complaints of quality of life violations pertaining to local codes, ordinances and laws;

Trains and offers guidance to staff engaged in the investigation of complaints and on matters pertaining to case processing procedures, protocols, and on field investigation and inspections;

Coordinates, schedules and distributes work assignments to Code Enforcement Officers and clerical workers, providing guidance and direction as necessary;

Monitors employee work performance and identifies performance issues for management;

Conducts more difficult and complex inspections and investigations related to quality of life violations pertaining to local codes, ordinances and laws, and prepares reports and recommendations accordingly;

Patrols streets for evidence of unauthorized activities, structures, illegal dumping and land usage;

Inspects properties and streets for compliance with permits granted, exclusive of construction activities;

Follows up on violations to assure correction by those responsible;

Explains the requirements of local codes, ordinances, and laws to property owners, tenants, and the general public;

Corresponds and meets with property owners and tenants regarding violations of the local codes, ordinances, laws and time allowed for correcting deficient conditions;

Reviews matters being submitted to the courts to insure documentation is complete;

Appears in court to respond to questions from Village Justices and provide additional information regarding code enforcement violations;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the local codes, ordinances, laws and other applicable regulations; ability to lead and evaluate the work activities of others; ability to coordinate work schedules for effective use of time and resources; ability to establish and maintain cooperative relationships with other public officials, and with the general public; ability to read and interpret laws, codes, ordinances; ability to communicate effectively, both orally and in writing; ability to prepare clear and concise letters and reports; 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, calendar, e-mail and database software; ability to be firm but courteous; tact; good observational skills; good judgment, physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of high school equivalency diploma and either: (a) four (4) years of work experience where the primary function of the position was conducting field inspections or investigations for a public agency; or (b) four (4) years of work experience which required familiarity with municipal codes and ordinances.

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

Towns, Villages  
Cities of Rye & Peekskill  
J.C.: Competitive  
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Job Class Code: 0984