



Town Of Windsor Is Seeking a
Code Enforcement Officer

*Applications Will Be Accepted Until
Position Filled*

Interested Applicants should submit:

- Letter of Interest
- Their Resume
- 3 Letters of Reference
- Completed Broome County Employment Application
www.gobroomecounty.com/sites/default/files/dept/personnel/pdfs/ExamApp.pdf
- Copy of the Applicants "Certification as a Code Official as required by New York State Uniform Fire Prevention and Building Code-Title 19" as described in the job description requirements **OR**
- Civil Service Exam Application for the next available exam date
www.gobroomecounty.com/personnel/exams

Applications can be mailed to: Windsor Town Clerk
124 Main Street **OR**
Windsor, NY 13865

Applications can be dropped off at the above address during normal business hours - Once the Town Hall reopens from the COVID-19 Closure.

The Town will be accepting applications until the position is filled.

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Code Enforcement Officer

Distinguishing Features of the Class: This work involves responsibility for the enforcement of municipal codes, ordinances and regulations, which include the internal and external use of property, as set forth in the New York State Uniform Fire Prevention and Building Code and applicable municipal codes, ordinances and laws. The incumbent patrols on foot or by car to investigate and enforce observable code and ordinance violations. This position has responsibility for reviewing and/or approving applications for building permits, construction plans and specifications or issuing certificates of occupancy. The work is performed under the general supervision of a higher-level employee. Supervision is not a function of this class. Does related work required.

Typical Work Activities:

Patrols assigned areas on foot or by car to enforce observable violations of the local housing code and zone ordinances;

Investigates complaints lodged by neighborhood groups, municipal officials and members of the public as they pertain to the New York State Uniform Fire Prevention and Building Code and applicable municipal codes, ordinances and laws;

Documents code violations and issues, warnings and appearance tickets depending on severity of findings;

Explains requirements of the various code and ordinances to property owners, property managers or occupants;

Communicates with property owners regarding violations of codes, time frames permitted to correct violations negotiated terms of timeliness to achieve compliance;

Follows up on documented violations to ensure that compliance has been made;

Encourages property owners to improve or rehabilitate property;

Prepares a variety of records and reports relevant to municipal codes and regulations, and inspection activities;

Appears before community groups to explain policy and procedures used in code inspection;

Works with the Town or Village Board and community groups and makes recommendations in regard to revising municipal codes and regulations;

Participates in required code enforcement training;

Makes complaints to the courts against persons not complying with the local codes and regulations;

Works with the Town or Village attorney in compiling documentation for prosecution of violations;

May be required to testify in court as required.

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

Good knowledge of municipal codes and ordinances concerning external and internal maintenance and use of property within the municipality;

Good knowledge of the principles and methods of field inspection;

Working knowledge of the geography of the municipality;

Working knowledge of the legal procedures used in the inspection and enforcement of codes, ordinances and regulations;

Ability to enforce codes, ordinances and regulations with firmness and tact;

Ability to understand and follow oral and written instructions;

Ability to organize and maintain accurate records and files;

Ability to analyze and organize data and prepare records and reports;

Ability to establish and maintain cooperative working relationships with public officials and general public;

Ability to communicate effectively both orally and in writing;

Ability to deal effectively with the public;

Tact;

Reliability;

Good Judgment.

Minimum Qualifications:

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

- A) One year of experience where the primary function of the position involved field inspections or field investigations, and/or familiarity with municipal codes and ordinances; OR
- B) Possession of certification as a Code Official as required by New York State Uniform Fire Prevention and Building Code-Title 19.

Special Requirements:

Candidates for appointment in this class will be required to complete mandated training and duties to be performed as established under minimum standards for Code Enforcement Personnel in New York State under Part 434.5 within required time limits.