

CITY of ONEIDA

Civil Service Commission

Dave Cimpi, Chairperson
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NOTICE OF OPEN POSITION

Code Enforcement Officer

The City of Oneida seeks a candidate for the full-time position of Code Enforcement Officer. This position is a tested position in the Competitive class (***provisional appointment***) paid at \$35.17 per hour.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for reviewing and passing on plans and specifications submitted with applications for building permits and for inspecting the construction, repair, and/or renovation of buildings or structures for compliance with approved plans and specifications, and appropriate laws, codes, and ordinances. An employee in this class enforces provisions of New York State Codes pertaining to building construction, as well as local ordinances, regulations and laws pertaining to buildings, zoning, commercial signs, subdivisions, flood control, onsite sewage disposal systems and the environment. An employee in this class will acquire assistance from the Technical Assistance Branch, Codes Division, and New York State Department of State for the examination of plans for the inspection of large-scale construction projects involving the use of reinforced concrete or structural steel. The work is performed under the direction of the Director of Planning with wide leeway allowed for exercise of judgement in carrying out work details. Supervision may be exercised over a small number of technical and clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews and passes on plans and specifications submitted with building permit applications for compliance with appropriate laws, ordinances, codes, and rules pertaining to building, zoning, and asbestos abatement.
- Issues building, zoning, plumbing, demolition, pool, sign, temporary recreational vehicle, and/or excavation permits.
- Conducts and records the results of periodic inspections of buildings and structures in the process of construction for compliance with approved plans and the requirements of applicable federal, state, or local laws, ordinances, codes, and rules.
- Furnishes prescribed certificates of occupancy and/or compliance upon achieving satisfactory performance of a permitted work or activity.
- Explains the requirements of NYS Fire Prevention and Building Code of 1984, NYS Building Code of 2003, NYS Residential Code, NYS Plumbing Code, NYS Mechanical Code, NYS Fuel Gas Code, NYS

Energy Conservation Construction Code and NYS Property Maintenance Code, as well as local buildings and building regulation ordinance, zoning ordinance, sign ordinance, local flood control law, sewage and sewage disposal (on site systems) ordinance, State Environmental Quality Review (SEQR) process, and related laws, codes, ordinances and rules to building contractors, to the general public and to municipal boards and commissions.

- Prepares submissions to the Planning Commission, Zoning Board of Appeals, and/or the Sign Review Board as appropriate for their consideration as prescribed by local laws or ordinances.
- Assists the Planning Commission, Zoning Board of Appeals, and the Sign Review Board in technical aspects of their work during public board and commission meetings.
- Enforces the local Buildings and Building Regulations ordinance, Zoning Regulations, Sign Ordinance, Subdivision Regulations, Environmental Control Ordinance and Flood Control Law, the NYS Fire Prevention and Building Code of 1984, NYS Building Code of 2003, NYS Residential Code, NYS Plumbing Code, NYS Mechanical Code, NYS Fuel Gas Code, NYS Energy Conservation Construction Code and NYS Property Maintenance Code, as well as other related laws or ordinances.
- Issues orders under statutory authority of the Buildings and Buildings Regulations, Zoning Regulations, sign ordinance, Subdivision Regulations, Environmental Control Ordinance, Flood Control Law, the NYS Fire Prevention and Building Code of 1984, NYS Building Code of 2003, NYS Residential Code, NYS Plumbing Code, NYS Mechanical Code, NYS Fuel Gas Code, NYS Energy Conservation Construction Code and NYS Property Maintenance Code.
- Acts as a liaison with other agencies on building construction, zoning, inspection and related matters.
- Prepares news releases intended to inform the general public of new and important changes to New York State Codes pertaining to building construction, as well as local ordinances, regulations, and laws pertaining to buildings, commercial signs, flood control, or sewage disposal systems.
- Maintains an updated computer database covering the current inspection status and permitted activities.
- Prepares a wide variety of internal records and monthly reports as well as statistical reports for various state and federal agencies, and the Insurance Services Office.
- Annually completes 24 hours of in-service training required to maintain NYS Code Enforcement Officer certification.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern practices, principles, materials, and tools used in vertical construction
- Thorough knowledge of the requirements of local ordinances, regulations, and laws pertaining to building construction, zoning, commercial signs, subdivisions, flood control, onsite sewage disposal systems, and the environment.

- Good knowledge of the building trades
- Good knowledge of the New York State Uniform Fire Prevention and Building Code (Subchapters A, B, D, E, G (Reference Standards) and N) of 1984, NYS Building Code of 2003, NYS Residential Code, NYS Plumbing Code, NYS Mechanical Code, NYS Fuel Gas Code, NYS Energy Conservation Construction Code and NYS Property Maintenance Code
- Working Knowledge of the methods and procedures of installing residential, commercial, and industrial sewage and waste disposal systems
- Working knowledge of NYS Industrial Code Rule 56-Asbestos; Ability to establish and maintain cooperative relationships with other public officials, building contractors, and with the general public
- Ability to read and interpret plans and specifications
- Ability to be firm but courteous
- Good powers of observation
- Physical ability to enter and access all areas of any building or structure during all phases of construction for the purpose of conducting compliance inspections

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered two-year college or technical institute with an Associate's Degree in Engineering Technology or a related field and two (2) years of full-time experience in vertical construction work.

OR

- B. Graduation from high school and four (4) years of responsible experience in vertical construction work.

OR

- C. An equivalent combination of training and experience as described above.

SPECIAL REQUIREMENTS

1. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
2. Completion of the NYS Department of State Code Enforcement Basic Training Program.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation, or belief.

Should you be interested, applications and additional information are available in the Civil Service Office, City Hall (2nd Floor), 109 N. Main Street, Oneida, NY 13421, or downloaded at our website: oneidacityny.gov