

Please Post Conspicuously

**OTSEGO COUNTY IS ACCEPTING APPLICATIONS CONTINUOUSLY FOR THE
FOLLOWING VACANCY:**

Code Enforcement
Code Inspector
\$46,718 - \$55,233
EOE

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the inspection of building and structures in the process of construction or repair, reviewing plans and specifications and the enforcement of compliance required by the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes and regulations. Activities are conducted both in the office and at inspection sites and vary seasonally in accordance with the building construction season. This class is distinguished from a Building/Fire Inspector, in that the work is performed under the general supervision of the Code Enforcement Officer with considerable leeway allowed to exercise the use of independent judgment in carrying out details of work along with the holding of a New York State certification as a Code Enforcement Official. Supervision may be a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews plans and specifications submitted with building permit applications for compliance with the New York State Uniform Fire Prevention and Building Code, local housing code, the New York State Multiple Residence Law and applicable laws and codes prior to issuing permits;
- Issues building permits, certificates of occupancy, and corrective action reports;
- Conducts inspection of buildings and structures in process of construction or repair for compliance with approved plans and specifications and recommends all the requirements of the New York State Uniform Fire Prevention and Building Code and other applicable codes;
- Conducts inspections of existing buildings and structures to determine compliance with conditions affecting health and safety requirements of all applicable codes;
- Explains the requirements of the New York State Uniform Prevention and Building Code, local housing code, the New York State Multiple Residence Law to building contractors and the general public;
- Prepares a variety of records and reports relevant to inspections, violations and other code enforcement activities;
- Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures or to safeguards necessary during building construction;
- Corresponds with contractors or property owners regarding violations giving specific time frame for correcting deficiencies;
- Participates in required code enforcement training;
- Assists with data preparation to be used in legal proceedings;
- Investigates complaints and assists in prosecuting violations of the building code;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the New York State Uniform Fire Prevention and Building Code, local zoning ordinance, housing codes, New York State Multiple Residence Law and other laws, codes and ordinances; thorough knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of the principles and methods of field inspection; working knowledge of the geography of the County; working knowledge of the legal procedures used in enforcement of the codes; ability to read and interpret blueprints, surveys, maps, plans and specifications; ability to enforce codes, ordinances and regulations with firmness and tact; ability to understand and interpret complex oral instructions and/or written directions; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to communicate effectively both orally and in writing; ability to deal effectively with the public.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees with an Associate's degree or higher in mechanical or construction technology or a closely related field and one (1) year of full-time experience or its part-time equivalent as a building contractor, journey level trades worker; in design of buildings; in the inspection of buildings for safety and/or compliance with codes or laws; in review of plans; or in implementation of codes, laws or ordinances; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined by the limits of (a) above; OR
- (c) An equivalent of combination of training and experience as defined by the limits of (a) and (b) above.

Note: Verifiable part-time and volunteer experience will be credited in accordance with our agency's policy on prorating part-time experience. Application should provide the same information about volunteer experience as is required if paid.

SPECIAL REQUIREMENTS:

- (1) Possession of certification as a code enforcement official as required by New York State Uniform Fire Prevention and Building Code Title 19, of the Official Compilation of Codes Rules and Regulations of the State of New York (NYCRR) within twelve (12) months of permanent appointment and must maintain certification throughout employment. To be a certified code enforcement official, Code Inspectors must successfully complete the required basic training (a minimum of 120 hours of basic training) and annually complete a minimum of twenty-four (24) hours of required codes training in specific areas as set forth in Part 1208 of Title 19 NYCRR and any required advanced in-service in order to maintain their certification.
- (2) At time of appointment and continuing throughout employment, a candidate/incumbent must possess a valid New York State Driver's License, a reliable vehicle, and an acceptable driving record in accordance to the Otsego County Acceptable Driving Record for Employment Applicants Policy

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov

Dated: June 18, 2026