



Village of Watkins Glen
303 N. Franklin Street
Watkins Glen, NY 14891
607-535-2736

Job Opening
CODE ENFORCEMENT OFFICER
Village of Watkins Glen

SALARY: Based on experience

LAST DATE TO FILE: Applications accepted until vacancy filled.

VACANCY: At the present time, there is one full time opening with the Village of Watkins Glen. This is a competitive title; therefore, you will need to take an exam at a later date and be reachable on the list to gain permanency in the title.

HOW TO APPLY: Interested candidates must submit an original Civil Service “*Application for Employment and/or Examination*” to the **Schuyler County Civil Service Office**. Applications can be submitted via mail (105 Ninth St., Unit 21, Watkins Glen, NY 14891), email (civilservice@co.schuyler.ny.us), fax (607-535-8193), or drop off box located outside of the County building or you can visit the office directly.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the enforcement of activities required for compliance with 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. The work is performed under general direction with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: Develops and executes administrative policies and procedures for all assigned functions of the Code Enforcement Office; Controls construction, erection, repair, alteration, demolition, removal or occupancy of all structures within the jurisdiction; Enforces all fire prevention regulations for all structures within the jurisdiction in compliance with related codes; Has responsibility for quality control of inspections based on standards from the New York State Uniform Fire Prevention and Building Code or locally adopted code; Directs and has final approval of all office activities including, but not limited to, permit application, permits issued or denied, stop-work orders, inspections,

violations noted, certification of occupancy, condemnation notices, and job completion records; Conducts a public information and education program including speaking to public groups; Inspects yards and fields for the presence of rubbish and flammable materials; Explains the requirements of the Code to Building Contractors and to the general public; Investigates all bonafide complaints and follow-up with appropriate action; May prepare materials to be used for fire prevention courses; Prepares and maintains a variety of records and reports related to the activities of the Code Enforcement Office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the New York State Uniform Fire Prevention and Building Code; Good knowledge of modern practices, principles, materials and tools used in building construction; Good knowledge of the building trades; Good knowledge of the principles and methods of fire prevention; Good knowledge of the principles and methods of field inspection; Ability to read and interpret plans and specifications; Ability to write clear and concise reports and to maintain records in an orderly manner; Ability to communicate effectively both orally and in writing; Ability to establish and maintain effective working relationships with government officials and the general public; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and EITHER:

- A. Possession of an Associate Degree with specialization in Civil Engineering, Construction Technology, Fire Science or a closely related field AND one year of full-time paid experience in building construction or fire inspection; OR
- B. Satisfactory completion of 60 credit hours at a regionally accredited or New York State registered four-year college or university in a program leading to a Bachelor's Degree in Civil Engineering, Construction Technology, or a related field AND one year of full-time (or the equivalent part-time) paid experience as defined in (A); OR
- C. Three years of full-time paid experience as defined in (A.); OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.

SPECIAL REQUIREMENTS FOR THE VILLAGE OF WATKINS GLEN: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate the ability to meet the transportation needs of the job.

This institution is an equal opportunity provider and employer

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: April 22, 2022