

## **JOB POSTING**

The Town of Grand Island Code Enforcement Office is searching for a candidate for a full time position as a Code Enforcement Officer. All interested parties should fill out an application and submit a copy of their resume and cover letter to Sue S. in Accounting Dept. by Jan. 31, 2018. The salary is based upon experience levels, and all applicants are required to have either (a) Graduation from NYS accredited two or four year college or university in Engineering, construction, fire protection, architectural technology, or other related field; (b) Graduation from High School or possession of a high school equivalency diploma and two years experience in the building trades, engineering, architecture, building inspection, public health inspection or fire inspection; (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) The successful completion of a civil service exam, and achieving a NYS Certification as a Code Enforcement Officer, in relation to the current CSEA Union contract are requirements that must be met in the early months of employment in order maintain the full time position.

### **Typical Work Activities:**

- Review and check plans and specifications submitted with building permit applications for compliance with building code, zoning ordinance, and applicable laws prior to issuing a permit.
- Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications of all requirements of applicable ordinances, laws and relevant codes.
- Issue building permits via computer software program, upon successful submission of all pertinent information and insurance documents.
- Assist residents, customers, contractors and others at the counter with questions regarding building construction codes, zoning regulations, lot usage, fire code, and other applicable laws to residents, contractors, and the general public.
- Investigate complaints received and assists in prosecuting violations of the building, fire and zoning code regulations.
- Perform inspections of illegal, unsafe or fire damaged structures to ensure a structure is still safe for habitation or if removal must be ordered to protect the interest of public safety by removing an improper or hazardous condition.
- May assist in the routine inspection of buildings and structures to ensure compliance with the Uniform Fire Prevention Code.
- Prepare letters, documents, and reports as necessary to properly record the inspection activity, detailed findings, and violations revealed related to each parcel inspected.