

## **ORDINANCE ENFORCEMENT OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the inspection and enforcement of municipal codes and town ordinances, which deal with external maintenance, and use of property. The incumbent patrols on foot or by car to investigate and enforce observable code violations as well as responds to written and verbal complaints. The position is distinguished from a Code Inspector in that the incumbent does not review building plans and specifications for compliance with appropriate laws, building codes and ordinances, but enforces observable violations of municipal codes and town ordinances and issues appearance tickets, relative to external maintenance and use of property. The work is performed under the general supervision of the Town Supervisor with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is not a function of this class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Patrols assigned areas on foot or by car and enforces readily observable violations of the housing code and zone ordinance as seen from the outside of buildings including: sidewalk maintenance, lawn maintenance, refuse disposal, parking violations, signage, etc.;

Investigates complaints of the municipal housing code and zone ordinance lodged by neighborhood groups, city officials and members of the public;

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

Explains requirements of the various codes 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 and timeliness to achieve compliance;

Encourages property owners to improve or rehabilitate property;

Prepares a variety of records and reports relevant to ordinance inspection activities;

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

Works with the Town Board and community groups and makes recommendations in regards to revising ordinances pertaining to exterior maintenance;

Participates in required ordinance enforcement training;

Works with the Town 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 town ordinances concerning external maintenance and use of property within the Town;  
Good knowledge of the principles and methods of field inspection;  
Working knowledge of the geography of the Town;  
Working knowledge of the legal procedures used in the inspection and enforcement of codes;  
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 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) Two years of experience where the primary function of the position involved field inspections; OR
- B) Two years of experience which required familiarity with municipal codes and ordinances, and involved contact with the public.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.