

CLASS SPECIFICATION

GENERAL STATEMENT OF DUTIES

Performs inspections to secure compliance with local laws, codes and ordinances; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the exercise of judgment in performing inspections to secure compliance with local laws, codes and ordinances.

TYPICAL DUTIES

- * 1. Performs inspections to secure compliance with local laws, codes and ordinances relating but not limited to refuse, littering, licensing, signs, taxicabs and tow trucks.
- * 2. Inspects streets, sidewalks, and various town areas to determine compliance with applicable codes, ordinances, and health regulations.
- * 3. Informs dwelling owners or responsible representatives, orally and in writing, of violations, and suggests corrective measures; re-inspects premises and approves corrective actions, or reports continued violations.
- * 4. Inspects residential, industrial, and commercial properties to verify that garbage or refuse is placed for collection and empty cans are removed as per codes and/or ordinances.
- * 5. Inspects street and sidewalk construction, alterations, and repairs, to insure adherence to legal requirements.
- * 6. Investigates, researches, and inspects properties for zoning variances and compliance with ordinances.
- * 7. Prepares reports and maintains accurate records of inspections, violations, re-inspections, and final disposition of cases.
- * 8. Issues summonses and testifies at trials.
- * 9. Ascertains whether persons engaged in activities requiring licensing have proper licenses, and are complying with relevant codes.
- 10. Initiates special projects, as required.

***TYPICAL ADA ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of codes, ordinances, and regulations governing streets, sidewalks, refuse, littering, signs, etc.
2. Knowledge of the principles and practices of inspection work as relating to various town areas.
3. Ability to understand, interpret, and explain pertinent codes, ordinances, laws, and regulations.

4. Ability to establish and maintain effective working relationships with associates, and the public.
5. Ability to maintain records and prepare reports.
6. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Two years of satisfactory experience in either

A. Building construction work, including experience reading and applying plans and specifications.

or

B. Inspecting the construction, alteration, or repair of buildings for compliance with codes, ordinances, plans, and specifications.

NOTE: Completion of one year (30 credits) of education at a regionally accredited or New York State Registered college or university may be substituted for experience as outlined above, on a year-for-year basis up to a maximum of one year. The 30 credits must have included at least 12 credits in either Engineering or Architecture.

Necessary Special Requirement

Continuing possession of an appropriate class, valid Driver's License issued by the State of New York.

The Code Enforcement Officer will be responsible for enforcing the provisions of the Town Code, including, but not necessarily limited to, Chapter 46 entitled "Sanitation".

This is a provisional appointment. All applicants must be Nassau County residents and must take a Civil Service Exam when offered.

Interested applicants should send a cover letter and resume to Commissioner of HR Bob Weitzner at careers@northhempsteadny.gov