

ASSISTANT CODE INSPECTOR (PT)

LOCATION:	Village of Waverly
CLASSIFICATION:	Non-competitive
SALARY:	To be determined
ADOPTED:	01/13; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing basic visual inspections of municipal ordinances and regulations, regarding property maintenance, fire safety, and other areas concerning safety. The incumbent does not perform the technical inspections for fire or other New York State codes. The incumbent provides assistance to the Code Enforcement Officer and with daily office functions of the code enforcement department. Work is performed under the supervision of a Code Enforcement Officer. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Conducts routine visual inspections of municipal property conditions to ensure compliance with municipal ordinances;
- Receives and investigates complaints about violations of local ordinances;
- Prepares reports on inspections conducted, violation letters, and other reports to the Code Enforcement Officer who carries the authority to initiate necessary action to gain compliance;
- Maintains records of municipal ordinance violations and corrective action taken;
- Sends letters to property owners reminding them of periodic inspections;
- Enters data pertaining to inspections into a database;
- Answers inquiries from the public concerning local ordinances;
- Prepares written reports and recommendations concerning local ordinances; Maintains informative relationships with other governmental agencies.
- May participate in the study of housing conditions in the municipality;
- Under the Code Enforcement Officer's guidance, may be involved with performing fire inspections.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of municipal ordinances and regulations concerning property maintenance; good knowledge of the local procedures for the inspection of property for the compliance of local ordinances; good powers of observation; ability to keep records and prepare basic written reports; ability to establish and maintain cooperative relations with other public officials and the public; ability to express oneself clearly and concisely, both orally and in writing; ability to operate common office data entry equipment and retrieve reports; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and six months of paid work experience where field inspections or field investigations were performed.

SPECIAL REQUIREMENT:

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirement made in the ordinary course of business in a timely and efficient manner.