

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Code Compliance Supervisor

TITLE #: 1177

DISTINGUISHING FEATURES OF THE CLASS: The Code Compliance Supervisor is responsible for reviewing and passing on all plans and specifications submitted with applications for local building. Incumbent shall direct and implement all Fire Prevention Maintenance Inspection and Fire Prevention Educational programs for the municipality. Supervises or makes inspections of construction and repair of buildings and structures and enforces the provisions of the NYS Fire Prevention and Building Code, Local Municipal Code and applicable reference standards. Supervises employees assigned to the Code Compliance Department and insures that all rules, regulations, ordinances, directives and policies of the department are promptly and implicitly obeyed and shall cause investigations for violations thereof. When requested, directs and implements all investigative policies and procedures pertinent to the determination causation of all fires within the municipality's jurisdiction. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises, directs, and implements the inspection of buildings and structures in the process of construction or repair for compliance with approved plans, specifications and all requirements of applicable ordinances and laws;

Reviews, checks and passes on plans and specifications submitted with building applications for compliance with NYS Fire Prevention and Building Code, Local Municipal Code and applicable reference standards, prior to issuing permits;

Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;

Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;

Supervises, directs, and implements the inspection of existing building and structures to insure their conformity with safety standards;

Explains the requirements of the NYS Fire Prevention and Building Code, Local Municipal Code, applicable reference standards and other applicable laws to building contractors and the general public;

Prepares periodic reports of buildings and structures erected or altered, permits issued, fees collected and estimated costs of work covered by such permits for presentation to the local governing body;

Supervises, directs and implements the investigation of complaints and assists in prosecuting violations of the NYS Fire Prevention and Building Code, Local Municipal Code and applicable reference standards and maintains records of acts and decisions;

Issues building permits and furnishes the prescribed certificates of occupancy upon application;

Schedules and provides training for employees;

Attends the meetings of the Zoning Board of Appeals, the Planning Board and the local governing body when requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of NYS Fire Prevention and Building Code, Local Municipal Code and applicable reference standards; good knowledge of all applicable trades associated with the construction and alteration or retrofit of fire related systems in structures; working knowledge of the principles of engineering and architecture; ability to establish and maintain cooperative relationships with public officials, with said trades or affiliated trades, and the general public; ability to read and interpret plans and specifications; ability to prepare reports; the ability to supervise others; ability to be firm but courteous; honesty; thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree, or higher, in engineering, architecture or fire protection and one (1) year of experience as a building inspector, code enforcement officer or fire inspector in a municipality; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in engineering, architecture or fire protection and three (3) years experience as defined in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (A) above.

SPECIAL REQUIREMENTS: Possession of the following certificates:

NYS Basic Code Enforcement Training
NYS Level II Fire Investigator

NOTE: At time of appointment, must possess and maintain valid driver's license.

REVISED: 03/27/14 dp