

**VILLAGE OF CALEDONIA**  
**Accepting applications for a**  
**Code Enforcement Officer- P/T**  
**10-12 hours per week**

Duties include issuance of permits, field inspections, handling complaints, attending court proceedings, working with the ZBA, Planning & Village Boards, maintains CEO certification and issues certificates of occupancy and compliance.

Applications and minimum qualifications available [www.villageofcaledoniany.org](http://www.villageofcaledoniany.org) &

**Village Clerk's Office**  
**3095 Main Street**  
**Caledonia, NY 14423**  
Application deadline 8/17/18

## **CODE ENFORCEMENT OFFICER**

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**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code or a local fire and/or building code if approved by the State Fire Prevention and Building Code Council. Under general supervision, provides for the coordination of all activities relevant to ensuring compliance with the appropriate laws, codes, rules and regulations. A Code Enforcement Officer may supervise a small number of Building Inspectors, Zoning Compliance personnel and/or clerical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Administers and enforces all provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules and regulations pertaining to the construction or alteration of buildings and structures;
- Prepares rules and regulations, application forms, building permits and certificates of occupancy for the approval of the local governing body, to be used for the administration and enforcement of the various codes, laws, etc.;
- Supervises, coordinates and may participate in the inspection of various stages of construction, and upon completion of construction of buildings and structures;
- Issues, denies, or revokes building permits and certificates of occupancy, as required;
- Issues written notices to correct unsafe, illegal or dangerous conditions in existing properties and structures;
- Inspects, as necessary, buildings and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code;
- Evaluates, for approval and disapproval, the credentials of inspectors not employed by the municipality, but selected by the person or firm who has applied for the building permit;
- Upon approval, the Code Enforcement Officer may accept written reports from such alternate certified inspectors;
- Issues a certificate of occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code;
- Maintains accurate records on all transactions and activities including all applications received, permits and certificates issued, fees charged and collected, inspection reports, and notice and orders issued;
- Prepares a variety of reports relevant to Code Enforcement activities for the municipal government.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:** Ability to write clear and concise reports and to maintain records in an orderly manner; a good general knowledge of the State Uniform Fire Prevention and Building Code and the local zoning code; thorough knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of the building trades; fundamental knowledge of the principles of engineering and architecture; good knowledge of the principles of fire prevention; ability to establish and maintain cooperative relationships with other public

officials, building contractors and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; integrity; thoroughness; tact; good judgment; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:** Graduation from a standard Senior High School or possession of a high school equivalency diploma and either:

- (A) Possession of an Associate's Degree with specialization in civil engineering, construction technology or a related field; OR
- (B) Satisfactory completion of 60 semester hours at an approved four-year college or university in a program leading to a Bachelor's Degree in civil engineering, construction technology, electrical or related trade; OR
- (C) Two (2) years of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trade; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

Experience as a Municipal Building Inspector, Assistant Building Inspector or other qualified public official whose duties included the inspection of buildings and issuance of building permits can be submitted for an equivalent amount of the above required experience.

**SPECIAL NOTE:** Candidates for appointment in this class will be required to complete any mandated training as established by the Department of State.

**SPECIAL QUALIFICATIONS:** Ability to climb stairs and ladders.

Code Enforcement Officer, part-time, NC in the Town service (one position)  
Code Enforcement Officer, part-time, NC in the Village service (one position)  
Code Enforcement Officer, all other positions, C in all divisions

Revised 10/26/2009

**VILLAGE OF CALEDONIA  
APPLICATION FOR EMPLOYMENT**

Date Application Received: \_\_\_\_\_  
 Title of Position: \_\_\_\_\_  
 Application: Approved \_\_\_ Disapproved \_\_\_ Conditional \_\_\_ Reasons: \_\_\_\_\_

Instructions. Answer all questions fully. All qualifying information must be placed on this application. Resumes *may not* be used to supplement the application. You should review the minimum qualifications for the position before completing this application. If space is needed, please attach additional sheets.

<p>1. NAME, MAILING ADDRESS/PHONE (Please print)</p> <p>_____</p> <p>(Last)                      (First)                      (M.I.)</p> <p>_____</p> <p>Street or Post Office Box Address</p> <p>_____</p> <p>City/Town                      State                      Zip Code</p> <p>_____</p> <p>Home Phone                      Cell Phone</p> <p>2. Social Security Number: _____ - _____ - _____</p> <p>3. Are you <i>under</i> 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Do you have the right to accept employment in the Unites States? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. State your permanent legal residence.</p> <p>School District: _____</p> <p>City/Village/Town: _____</p> <p>County: _____ State: _____</p> <p>6. Have you resided at your current address for at least 4 months? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7A. Were you ever discharged from employment for reasons other than lack of work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7B. Did you ever resign from employment rather than face dismissal? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>7C. If you have served in the US Armed Forces, did you receive a <i>dishonorable</i> Discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7D. Have you ever been convicted of a crime (felony or misdemeanor)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7E. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charges? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7F. If you answered YES to any of questions A-7E, provide a complete explanation of the circumstances on a separate sheet of paper including: the date, the parties involved, the facts and the outcome.</p> <p><b>NOTE:</b> A YES is not an automatic bar to employment unless otherwise required by law. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position.</p> <p><small>NEW YORK &amp; FEDERAL LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD. ACCORDINGLY, NOTHING IN THIS APPLICATION SHOULD BE VIEWED AS EXPRESSING ANY LIMITATION, SPECIFICATION, OR DISCRIMINATION AS TO THIS PROTECTED CLASSIFICATIONS IN CONNECTION WITH EMPLOYMENT BY LIVINGSTON COUNTY MUNICIPALITIES.</small></p>
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\*\*If an examination is required for this position, do you: have veteran's credits?  Yes, as a disabled vet  Yes, as a non-disabled vet  No; need special arrangements?  Religious Observer  Handicapped Person  Other: \_\_\_\_\_

Have you taken an exam for this position within the last 6 months?  Yes  No

THIS AFFIRMATION MUST BE COMPLETED. *I affirm that the statements made on this application (including any attachments) are true under penalties of perjury. ALL STATEMENTS ARE SUBJECT TO VERIFICATION.*

Signature of Applicant \_\_\_\_\_ Print any other last name for which you have been known \_\_\_\_\_ Date \_\_\_\_\_

EDUCATION

- 8A. Have you graduated from high school?  Yes  No  
 If YES, give the name and location of the high school.  
 If NO, do you have a GED diploma?  Yes  No

UNDERGRADUATE/GRADUATE EDUCATION

8b.	Name & location of School	Number of Years Credited	Were you graduated?	Type of course or major	Number of college credits received	Type of Degree received	If still in school, date degree expected.
College, University or Technical School							
College, University or Technical School							
Please list other schools or special courses _____							
_____							

9. **PROFESSIONAL LICENSES:** If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement, fill in the following blanks. If not currently licensed, please check this blank.  I am not currently licensed.

Name of Trade or Profession.	License Number.	Granted by (licensing agency)	City & State of.
Specialty.	Date License issued.	Registered from (Mo/Yr)	Registered to: (Mo/Yr)

10. **DRIVER'S LICENSES:** If required on the announcement, do you have a valid license to operate a motor vehicle in New York State?  Yes  No

If you have a commercial motor vehicle's license, check the endorsements which you have.

- Hazardous Materials  Tank  Other, please describe: \_\_\_\_\_

11. DESCRIPTION OF EXPERIENCE:

Beginning with the most recent, describe below all employment which is relevant to the minimum qualifications of the position for which you are applying. All blanks must be completed fully. Omissions *will not* be interpreted in your favor. Information must be on application.

Length of Employment From:                      To:	Name of Employer, Address and Telephone.
Rate of Pay, \$                      wk/mo/yr	<u>DESCRIPTION OF DUTIES:</u>
Type of Business.	
Your Title.	
Supervisor's Name and Title.	
Number of hours worked per week.	
Do not include overtime hours.	

Length of Employment From:                      To:	Name of Employer, Address and Telephone.
Rate of Pay, \$                      wk/mo/yr	<u>DESCRIPTION OF DUTIES:</u>
Type of Business.	
Your Title.	
Supervisor's Name and Title.	
Number of hours worked per week.	
Do not include overtime hours.	

Length of Employment From:                      To:	Name of Employer, Address and Telephone.
Rate of Pay, \$                      wk/mo/yr	<u>DESCRIPTION OF DUTIES:</u>
Type of Business.	
Your Title.	
Supervisor's Name and Title.	
Number of hours worked per week.	
Do not include overtime hours.	

Please request extra pages for additional work experience.