

DIRECTOR OF CODE ENFORCEMENT

DISTINGUISHING FEATURES OF THE CLASS: This is responsible administrative work performed as head of the Department of Code Enforcement and with all the powers and duties which State law, City ordinances or other sections of the City charter specify as the powers and duties of the "Building Commissioner." The incumbent is responsible for supervising general and specialized inspection activities required to enforce compliance with building, electrical, plumbing and other codes and laws by conducting inspections and assisting contractors and others in the interpretation of building, zoning and other laws. Administrative direction is received from the City Administrator. The work is performed with considerable independence and reviewed through periodic reports and conferences with the City Administrator. The Director of Code Enforcement performs related work as required.

TYPICAL WORK ACTIVITIES:

Responsible for the enforcement of all minimum housing standards and enforcement of the State laws and City ordinances relating to the construction, alteration or removal of all buildings or structures erected or to be erected within the City of Niagara Falls;
Exercise administrative control over the City's plumbing and electrical inspectors to coordinate inspections with the total building inspection program and countersigns all permits issued;
Supervises the inspection of work during construction and alteration to insure enforcement of the building code; supervises the issuance of permits for new construction or remodeling; issues certificates of occupancy;
Supervises and participates in the inspection of complex structures; schedules and assigns inspection personnel; reviews work of staff to assure adherence to prescribed procedures and standards;
Assists and advises home owners, contractors, and others in interpreting regulations and removing violations; holds hearing arising from notices of violations; makes determinations of violations;
Prepares correspondence and periodic reports; recommends the annual department budget.

KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of construction methods, practices and materials; good knowledge of laws and ordinances governing general building construction, plumbing, electrical installations and zoning; ability to read and interpret plans and specifications; ability to establish and maintain effective relationships with employees, building owners, contractors and craftsmen in inspectional and regulatory matters.

MINIMUM QUALIFICATIONS: EITHER

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in mechanical or civil engineering, building construction or related field, and six (6) years experience in inspection of housing, buildings, commercial, and industrial buildings, at least one (1) of which must have involved supervisory level experience in the field;

OR

(over)

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(continued)

MINIMUM QUALIFICATIONS:

(continued)

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in mechanical or civil engineering, building construction or related field, and eight (8) years experience as defined in (A) above, including the one (1) year of supervisory level experience;

OR

- (C) Graduation from high school or possession of a high school equivalency diploma and ten (10) years experience as defined in (A) above, including the one (1) year of supervisory level experience.

NOTE:

Additional education beyond a Bachelor's degree may be substituted for experience on a year for year basis up to two years only. A minimum of four (4) years of experience is required.

SPECIAL REQUIREMENTS:

Possession of a New York State certification in Code Enforcement Practices is required at time of appointment.