

TOWN OF EVANS  
CODE ENFORCEMENT OFFICER POSITION

The Town of Evans is receiving applications for a Full-Time Code Enforcement Officer. Applications in the form of a resume and cover letter are due to the Supervisor's office, 8787 Erie Road, Angola, New York 14006, no later than 11:00 a.m. on March 26, 2018.

Candidates must meet the following requirements:

Candidates must have successfully completed the requirements of Basic Code Enforcement Training Program established by the minimum Standards for Code Enforcement Personnel (19NYCRR Part 1208) in the State of New York as a Code Enforcement Official and satisfied annual in-service training requirements. The applicant, if selected, will be required to take the Erie County Civil Service Code Enforcement Officer written Exam and score within the top three (3) scores in the municipality.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the written test: A. Graduation from a regionally accredited or New York State registered two or four year college or university with an Associate's degree in engineering, construction, fire protection, architectural technology, or related field; or B. Graduation from high school or possession of a high school equivalency diploma and two years of experience in the building trades, engineering, architecture, building inspection, public health inspection, fire-fighting or fire inspection; or C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

A Code Enforcement Officer makes inspections of building construction and repair within a municipality and enforcing the provisions of local building and zoning laws, and under the general direction of the municipal legislative body or administrative officer, is responsible for enforcing state and municipal standards for the construction of all buildings and equipment therein, including standards for materials used and for safety and sanitary conditions; reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits; inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications of all requirements of applicable ordinances and laws, including New York State Uniform Fire Prevention and Building Code; issues building permits and furnishes the prescribed certificates of occupancy upon application; explains the requirements of the local building code, local zoning ordinances and the New York State Uniform Fire Prevention and Building Code law and other applicable laws to building contractors and to the general public; 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; inspects existing buildings and structures to insure their conformity with safety standards and elimination of fire hazards; may conduct investigation of source, origin and circumstances of fires and fire prevention code; investigates complaints and assists in prosecuting violations of the building and fire prevention code and zoning ordinances; prepares reports and keeps related records.