TOWN OF CORTLAND

JOB TITLE: **Code Official**

JOB DESCRIPTION APPROVED: XX/XX/2016

JOB LEVEL:
- ☐ I (Full-Time, 36-40 Hours Per Week, Full Benefits)
- ☐ II (Part-Time, Minimum of 1000 Hours Per Year, Maximum of 35 Hours Per Week, Limited Benefits)
- ☒ III (Part-Time, Maximum of 80 Hours Per Month or 999 Hours Per Year, No Benefits)

OVERTIME ELIGIBILITY:
- ☒ Exempt
- ☐ Eligible (Non-Exempt)

SALARY TYPE:
- ☐ Administration:
  - ☐ Professional
  - ☐ Supervisory
  - ☒ Non-Supervisory

**QUALIFICATIONS**

Under the direct supervision of the Town President (Mayor) this position is responsible for successful execution of assignments as Code Official for the Town of Cortland and will perform field inspections and technical work in connection with the enforcement of ordinances and ICC Building Codes. Additionally, the Code Official will complete work related to planning and permitting as required and enforcement of municipal codes.

The Code Official performs work of moderate difficulty reviewing building and site plans for conformance to applicable building ordinances, and related support functions for inspection activity; performs a variety of duties including issuance of permits and support of inspection activities. Duties are performed in accordance with standard policies and procedures. Work requires technical knowledge of performing inspections, recording of plans and specifications, and dealing effectively with the public. Work is performed in the office, along with field inspections.

The Code Official conducts building, electrical, heating and air conditioning and property maintenance inspections, reviews permits, and provides technical assistance for commercial, industrial, and residential construction and building projects; inspects electrical construction, installation, alteration, and repair in residential, commercial, and industrial buildings and facilities for compliance with building codes and ordinances governing electrical work.

High school diploma or GED equivalent required. College and/or business coursework is preferred.

A minimum of five (5) years of experience working with all phases of modern construction practices and building codes, plus three (3) years in code enforcement or property maintenance inspection is required.

Excellent communication skills, both verbal and written, with the ability to prepare, organize and communicate field data reports is required.

Computer proficiency and demonstrated knowledge of computer software applications such as word processing, spreadsheets, and databases required. Must have a working knowledge of general office equipment and other tools utilized during field inspections.

Knowledge of construction practices, state and local building codes and ordinances is required.

The ability to set priorities, meet critical time deadlines, follow written and oral instructions, and handle business activities with discretion and integrity is required.

The ability to establish effective working relationships with employees, supervisors, contractors, architects, engineers, owners and the general public is required.

Must possess International Code Council (ICC) Residential Building Inspector Commercial Inspector Certifications, or be able to obtain such certification within six months of hire.

Must possess International Code Council (ICC) Property Maintenance and Housing Inspector Certification, or be able to obtain such certification within six months of hire.

The employee must be capable of driving/operating a motor vehicle, maintain a valid driver's license in the state of residence with a good driving record, and must have a licensed, insured, and operable vehicle.

Ability to read, write and speak English and interpret documents such as ordinances, safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one situations to the public or clients, and other employees of the organization. Ability to diffuse irate customers or staff by using affective conflict resolution techniques.

Ability to add, subtract, multiply, divide. Ability to compute rate, ratio, percentage, proportions, area, volume, weight measurement, and distance.

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**DUTIES/RESPONSIBILITIES**

The following duties are normal for this position. This list is not to be construed as exclusive or all-inclusive; other related duties may be required and assigned.

1. Has the authority to carry out the duties described and to represent the Town.
2. Ability to work with minimal supervision and assistance.
3. Ability to exercise judgment, confidence and creativity in situations involving the evaluation of information against measurable criteria.
4. Ability to work a flexible schedule to include weekends and evening.
5. Drafts, prepares, recommends, and participates in revisions to municipal code and enforcement policies, procedures, techniques, and standards.
6. Maintain proper safety procedures and guidelines and apply these in daily activities and tasks as required.
7. Knowledge of building methods and materials.
8. Knowledge of methods and practices used in housing construction and repair.
9. Knowledge of essentials of building codes, ordinances, zoning ordinances and their application for purpose of evaluation of building plans, property use and their conditions.
10. Use of precautionary, safety and fire prevention methods including but not limited to work involving electrical work.

**Building**

1. Enforces municipal ordinances, ICC Property Maintenance, ICC Building Codes and other related codes.
2. Receives and processes applications for permits on new buildings, remodeling and alterations, construction of swimming pools, construction of signs, relocation of existing buildings and related activity.
3. Applies valuations, costs and issues documents such as building permits, inspection notices, occupancy certificates, stop-work orders correction notices, and citations as appropriate.
4. Consults with legal, planning, zoning, engineering, Town departments, and Fire Department regarding building, fire, life safety and other code interpretations and applications.
5. Reports situations that may be encountered and are outside the scope of the Code Official duties to Department Supervisors or staff.
6. Logs and responds to code and related questions in person, email or by phone. Routes inquiries to appropriate department, when needed.
7. Attends meetings as requested by Mayor and stays abreast of new trends and innovations in the field of building inspection and plans examination.
8. Reviews building plans to determine if there is any omitted information or violations of building codes.
9. Reviews plans in sufficient detail to determine the amount of fees to be charged by calculating square footage, volume, number and type of plumbing fixtures, the electrical, sewage and disposal, or any other characteristics of the structures necessary for the decision.
10. Schedules and performs inspection activities including commercial inspections.
11. Meets with owners, contractors, business owners, etc. to review violations and explain code requirements to achieve code compliance.
12. Issues notices to comply on violations and issues stop-work orders for work without permits or in an unsafe manner.
13. Refers inquiries and questions to the appropriate individual when such inquiries are difficult or controversial.
14. Closes the case file as "resolved" or prepare the case for prosecution.
15. Attends required continuing education classes to maintain current ICC certifications/licenses.
16. Periodical patrol and inspection for violation of applicable codes, ordinances and regulations.
17. Responds to complaints of code violations related to building occupancy, nuisances, housing conditions, construction and other code related matters.
18. Maintain documentary evidence on cases of non-compliance for use in court. When necessary, appears in court and testifies professionally and impartially.

**Electrical, Building and Mechanical Inspections**

1. Inspects electrical light and power wiring, fixtures, appliances, and apparatus inside or running to buildings or structures for compliance with codes and ordinances governing electrical work.
2. Inspects the quality of materials for approved electrical installation.
3. Reviews diagrams, prepared plans, and specifications to ensure that they meet established codes and regulations.
4. Reads and interprets electrical plans, specifications, blueprints, diagrams, and technical codes and ordinances.
5. Estimates construction costs, including materials and labor and completion schedules.
6. Conducts maintenance inspections of existing industrial, commercial, and residential establishments or structures.
7. Determines conformance problems, issues notices regarding correction of defective work, advises on methods of correction, and performs re-inspection.
8. Examines all plans and specifications submitted for new and remodeling of commercial and/or industrial electrical systems.

9. Inspects all replacement electrical systems, replacement air conditioning systems, all new construction furnace and fireplaces in Town for compliance with International Electrical Code.
10. Issues citations or orders to stop work that is in violation of the proper codes.
11. Ensures that all work is performed in a safe manner using approved methods.
12. Approves certification of final inspection when required.
13. Maintains records of inspections made and actions taken.
14. Closes the case file as "resolved" or prepare the case for prosecution.
15. Writes and prepares forms and reports as required.
16. Reviews permit applications and estimates building costs for accurate fee estimates.
17. Attends training sessions and reviews technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
18. Serves as a technical expert and provides information to other Town departments, contractors, engineers, architects and the public regarding codes, ordinances, and proper methods governing electrical work.
19. Performs inspections, reviews permits, and provides technical assistance in other construction areas as needed.

**Property Maintenance Code Enforcement**

Under the direction of the Town President (Mayor):

1. Investigates citizen complaints and determines the facts.
2. Determines applicable laws, codes and ordinances.
3. Inspects all additions on existing buildings to meet Town ordinances; inspects all accessory building (garages, sheds, pools) to meet compliance of ordinances; inspects all deck additions for setbacks per zoning requirements; inspects all depth of deck posts for correct depth; inspects fences or property lines and front yards for variances; inspects all new homes for front, side and rear setbacks.
4. Initiates contact with resident or business owners to address any violations.
5. Manages case files and computer records.
6. Closes the case file as "resolved" or prepare the case for prosecution.
7. Coordinates cases internally with other Town departments.

## TOOLS AND EQUIPMENT USED

Includes the use of a personal computer including word-processing, spreadsheet, and data software; fax machines and electronic copiers, motor vehicle, telephone and cellular telephone, flashlight, photographic equipment, ladders, etc.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to enable individuals with disabilities to perform the essential functions. Work is performed in a standard office setting and in the field. While executing the duties of this job, the employee is required to: speak and hear clearly; lift, pull, push and carry approximately 75 lbs.; walk, stand, or sit for long periods of time; be able to reach with the hands or arms and must have the ability to use the hands to touch, feel or operate tools or controls; endures extreme weather conditions; specifically be able to operate a motor vehicle and have a valid driver's license; climb and descend ladders and access roofs, attics, crawl spaces, basements, holes, pits, and trenches unassisted. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**
Work is performed both in the office and in the field at various residential, commercial, and public buildings, as well as vacant land. The work schedule will be flexible to include evenings and weekends in order to respond to the needs and requests of the Town. Exposure to extreme heat and humidity working outdoors; temperature swings from indoor air-conditioning to outdoors, extreme noise and dust from construction equipment and hand tools at sites; electrical hazards of electrical wiring; fumes and odors of gases and exhaust; dust of household, storage spaces and environment.

REPORTS: Facilitate monthly building and permit reports; other reports as requested by Town President (Mayor)

AUTHORITY FOR JOB: Appointed by Town President (Mayor) with consent of Town Board; appointed in accordance with the administrative articles of the 2006 ICC international building code, chapter 1, section 103 and shall conduct the duties and have the powers and protections stated in chapter 1, section 104 for the purposes of enforcing the town's building and related ordinances; Town of Cortland Ordinance 2003-08, 3-10-2003.

IMMEDIATE SUPERVISOR: Town President (Mayor)

WHOM DO YOU SUPERVISE: No one

PLEASE SUBMIT COPIES OF REQUIRED LICENSES AND PERMITS WITH THIS REPORT.

Employee Acknowledges Receipt of This Job Description:

_____ _____
Employee's Signature Date

_____ _____
Supervisor's Signature Date

THE TOWN OF CORTLAND IS AN EQUAL OPPORTUNITY EMPLOYER. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.