

## **GENESEE COUNTY**

### **ORDINANCE ENFORCEMENT OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for inspecting properties for compliance with Municipal Ordinances pertaining to abandoned vehicles, weeds, nuisance and other related ordinances. In addition to inspection, the incumbent prepares and serves notices concerning violations and complaints. The incumbent will work closely with Building and Code Enforcement. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Investigates complaints and inspects property for abandoned vehicles, or violation of weed ordinance, nuisance ordinance, or related ordinances;  
Contacts property owners to inform them of violations of ordinances;  
Prepares and serves notices to property owners for violations of ordinances;  
Explains provisions of city ordinances to property owners;  
Prepares and maintains a variety of records and reports;  
Assists the public in processing appeals for variances in zoning regulations and special use permits;  
Interprets zoning requirements for members of the public;  
Performs a variety of secretarial work including the composition and typing of letters and memos and the maintenance of files and ledgers;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Good knowledge of municipal code and city ordinances; working knowledge of the State Uniform Fire Prevention and Building Code; working knowledge of survey techniques; ability to write clear and concise reports; ability to maintain records in an orderly manner; ability to establish and maintain effective relationships with public officials, contractors, and the general public; ability to be firm, yet courteous; tact; good judgment; dependability.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education,  
**AND:**

1. Satisfactory completion of a minimum of 30 semester credit hours in a regionally accredited or NYS registered college or university in the area of civil engineering, construction technology or a related field;

**OR:**

2. One (1) year of full-time, paid experience that involved the review of building plans, ordinances, and municipal codes;

**OR:**

3. Any equivalent combination of experience and training indicating ability to perform the duties of the job.

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### **MINIMUM QUALIFICATIONS Cont'd:**

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

### **SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of a valid NYS Driver's License.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class  
Adopted 12/22/94  
Revised 5/25/95  
5/6/02