

# Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

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Bethany O'Rourke Personnel Officer



## NOTICE OF VACANCY

### CODE ENFORCEMENT OFFICER – Town of Owego

**Date Issued: 10/13/20.** The work involves the 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, personnel, and clerical staff. Does related work as required.

The title of Code Enforcement Officer within the Town of Owego is classified as **Competitive**; requiring applicants to meet minimum qualifications established for the position and for permanent employment, must successfully meet civil service examination requirements. A provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list. **An examination will be announced at a later date.**

**Status:** Provisional pending civil service examination

**Work Hours:** Full-Time, days (40 hrs./week)

**Salary:** \$18-20.00/hour; dependent on experience. Benefit package available.

**Location:** Town of Owego

**Minimum Qualifications:** Graduation from high school or possession of high school equivalency diploma and **EITHER:**

- a. Possession of an associate degree with specialization in civil engineering, construction technology, fire science or a closely related field and one year (1) of full-time experience or its part-time equivalent in building construction, firefighting or fire inspection; **OR**
- b. Satisfactory completion of 60 semester hours at an approved four-year (4) college or university in a program leading to a bachelor's degree in civil engineering, construction technology or a closely related field and one year (1) of full-time experience or its part-time equivalent as defined in (a); **OR**
- c. Three years (3) of full-time experience or its part-time equivalent as defined in (a); **OR**
- d. An equivalent combination of training and experience as defined by the limits of (a), (b) or (c).

Experience as a qualified building inspector can be substituted for an equivalent amount of the above required experience.

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

**Apply to:** Town of Owego  
2354 State Route 434  
Apalachin, NY 13732  
Phone: 607-687-0123 ext. 7  
Fax: 607-687-5191  
Email: [castelluccid@townofowego.com](mailto:castelluccid@townofowego.com)

**Apply by:** Applications accepted until position has been filled