

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 (Part-Time) – Village of Newark Valley

Date Issued: 11/05/21. 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, Zoning Compliance personnel and/or clerical personnel. Does related work as required.

In accordance with Tioga County Civil Service Rules, the title of Code Enforcement Officer (PT) is **Non-competitive** in Villages where the population is under 5,000, requiring applicants to meet minimum qualifications established for the position.

Status: Permanent

Work Hours: Part-Time, Approximately 500 hours per year (minimum of 6 hours per week); additional hours may be required; must attend various meetings including all Village Board meetings and/or desired trainings

Salary: \$5,000 - \$6,500/annually (dependent upon experience); No benefit package available

Location: Village of Newark Valley

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: Village of Newark Valley
9 Park Street
Newark Valley, NY 13811
Phone: 607-642-8686
Fax: 607-238-3808
Email: yonvclerk@stny.rr.com

Apply by: Applications will be accepted until position has been filled.