

NOTICE

The Towns of Ridgeway, Shelby and Yates, and the Village of Lyndonville are seeking applications for a full-time Code Enforcement Officer (CEO) position to start January 1, 2022. The CEO will be in charge of the administration and enforcement of the NY State Uniform Fire Prevention and Building Code (the Uniform Code) and the State Energy Conservation Construction Code (the Energy Code).

Minimum Qualifications:

High School Diploma or Equivalency, and

1. Two (2) years experience in construction; or
2. Associates Degree in engineering; or
3. Combination of experience, training and education.
4. NYS Drivers License and personal vehicle

Applicants should have the ability to listen carefully, to communicate clearly, and to relate to others on a personal and professional level. Critical thinking and problem-solving skills are essential.

The successful candidate will be required to attend 6-weeks of training and earn a NY State certification as a CEO within the first 18-months of employment.

Interested applicants should pick up an application at any of the Towns or Village Halls.

All applications must be submitted no later than September 30, 2021.

Code Enforcement Officer Job Description

Code Enforcement is the prevention, detection, investigation and enforcement of violations of statutes or ordinances regulating public health, safety, and welfare, public works, business activities and consumer protection, building standards, land-use, or municipal affairs.

Primary Duties and Responsibilities:

1. Complete the necessary code enforcement training provided by NY State government within 18 months of hire.
2. Understand and apply all planning and zoning laws of the Towns/Village, Orleans County, and NY State
3. Utilize computer technology in a timely manner to process forms, evaluations, permits, and to complete online courses.
4. Attend all the Towns/Village Board Meetings.
5. Work closely with all Towns/Village and Planning and Zoning Boards and the Orleans County Planning Board
6. Work closely with the Towns/Village clerks while keeping her/him informed of your schedule and agenda for the day.
7. Work closely with the Towns/Village Assessor while keeping her/him informed about properties and any code violations.
8. Attend Town/Village Court sessions when necessary.
9. Perform fire inspections per municipal and state statutes and ordinances.
10. Review and process all permit applications.
11. Respond to all code violations.