

BUILDING & ZONING CODE ENFORCEMENT OFFICER

GENERAL STATEMENT OF DUTIES:

Performance of code enforcement activities. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Works in cooperation of the with the City Code Enforcement Officers and Department of Development staff as well as collaborate with other City departments as necessary and/or directed to ensure effective code enforcement activities.

ESSENTIAL DUTIES (INCLUDE BUT NOT LIMITED TO):

- Code enforcement of **Chapter 300** of the **Jamestown City Code**, the **Uniform Code of New York State - Code 19 NYCRR Part 1219-1228**, the **Energy Code 19 NYCRR Part 1240**, and the **Property Maintenance Code of New York State** which includes:
 - Conducting commercial property inspections with regard to code compliance.
 - Management of property inspections cases.
 - Preparation of and issuance of all code enforcement related documents including notices of violation, court appearance tickets, and condemnation/demolition orders.
 - Prosecution of non-compliant cases in Jamestown City Court.
 - Property condemnation and monitoring such properties until they are made habitable.
- Enforcement of the City's Zoning Ordinance.
- Flood plain administration and enforcement.
- Issuance of residential and commercial building permits following the review and approval of required building plans.
- Issuance of Certificates of Occupancy.
- Providing staff assistance to the City's Zoning Board of Appeals and Board of Electrical Examiners.

- Participation in staff level Site Plan Review with the DPW Director and Principal Planner.
- Daily entry and update of all code enforcement and building permit data into JURA's electronic code enforcement tracking system with the generation of reports upon request.
- Completion of special projects as assigned by the Executive Secretary/Director of Development.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- The possession of demonstrated, competent written and oral communication skills.
- Demonstrated proficiency with Microsoft Word, Microsoft Excel and other Microsoft Office programs, as well as an ability to learn and master code enforcement cloud based platform.
- A proven track record of effectively dealing with the public.
- Possession and maintenance of a valid New York State Driver's License.
- Must successfully attain New York State Code Enforcement certification within Twelve (12) months of hiring.
- Ability to manage projects effectively, perform quality work and meet firm deadlines.
- Possess strong organizational skills.
- Ability to manage high-profile, sensitive, or controversial situations requiring diplomacy, fairness, firmness and sound judgment.
- Ability to exercise sound and independent judgment within general policy guidelines.
- Providing efficient customer service.
- Ability to understand and apply City policies and procedures, and applicable federal and state regulations.
- Ability to handle and appropriately prioritize multiple tasks.
- Work effectively and contribute as an integral member of the DOD team.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

- All employees of the Department of Development in the City of Jamestown are expected to uphold and exhibit shared employee values of Knowledge, Respect, and Integrity.
- Demonstrate a genuine interest in improving the Jamestown community.

**Prior experience with other housing or human services agencies a plus.*

ACCEPTABLE TRAINING AND EXPERIENCE:

A four-year degree in engineering or architectural technology or a related field, with two (2) years of satisfactory experience as a building contractor, journey level trades, or building designer.

OR

A high school diploma and six (6) years of satisfactory experience as a building contractor, journey level trades, or building designer.

HOW TO APPLY / ADDITIONAL INFORMATION:

Please send a resume, cover letter, and professional references to Liz Torres at torres@jamestownny.gov or by mail to the Department of Development, 4th Floor; Municipal Building; 200 East Third Street, Jamestown, NY 14071. Electronic submission of materials is strongly encouraged.

The Jamestown Urban Renewal Agency (JURA) is an inclusive Equal Opportunity Employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, and therefore, qualified applicants will be considered regardless of including but not limited their sex, race, color, ethnicity, national origin, age, religion, marital status, disability, sexual orientation, veteran status, gender identity, gender expression, pregnancy, military and veteran status, or other protected category.

Salary Range:
\$51,547 - \$63,263