



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

TITLE: Code Enforcement Officer (*Provisional Appointment)
SALARY: \$55,144 - \$70,982 annually
LOCATION: Monroe County Department of Environmental Services

JOB SUMMARY: This is a professional position responsible for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code with respect to buildings, premises, and equipment in the custody of Monroe County. Responsibilities include all aspects of the administration and enforcement of building codes, including building erection/demolition, and fire/life safety inspections. The employee also represents the Department and County at the State Board of Review. Strong written/verbal communication skills and a good working knowledge of computers and Building Code enforcement software are desired.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Planning, Architecture, Engineering or Construction Technology, plus five (5) years paid full-time or its part-time equivalent experience in commercial and/or institutional building construction design or commercial and/or institutional construction management, plus possession of a current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program; OR,
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Planning, Architecture, Engineering, or Construction Technology, plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above, plus possession of a current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program; OR,
- C. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Planning, Architecture, Engineering, or Construction Technology plus one (1) year experience as defined in (A) above, plus possession of a current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program; OR
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County government will be required to pass a pre-employment drug test.

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to: Monroe County Department of Human Resources
39 W. Main Street - Room 210
Rochester, NY 14614-1471

Posting Deadline: October 5, 2007

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer