

ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is enforcement work involving responsibility for securing compliance with codes and zoning regulations in a Town or the Village of Lake George. Reports are received from appropriate agencies and, where violations are noted, action to secure compliance is instituted. The work may involve the inspection of buildings, signage, noise, of other compliance matters. The work is performed under general direction of a supervisor, local board or legislative body with leeway allowed for the exercise of independent judgment in carrying out details of the work in accordance with established policies and procedures. Supervision may be exercised over subordinate and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Explains the requirements of the laws to contractors, property owners and the general public;

Issues notices, warnings, orders, and appearance tickets;

Maintains records and issues reports for local enforcement matters;

Makes periodic inspections of Village to maintain compliance with Local Codes, Zoning, and related enforcement assignments;

May issue monthly reports to the Board of Trustees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the various Local Codes and Zoning regulations applicable in the Town or Village;

Good knowledge of State, municipal and other related codes;

Ability to establish and maintain cooperative relationships with public officials, building contractors, property owners and the general public;

Ability to read and interpret regulations to assure compliance;

Good powers of observation; good judgment;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Associates degree in construction technology or a comparable field; or

(b) Graduation from high school and two years of experience in building construction work which involves construction compliance regulations.

NOTE: Experience as a Municipal/Local Codes Inspector, Assistant Building Inspector or related experience working as a member of a planning, zoning, or property assessment board can be substituted for an equivalent amount of the above experience on a prorated basis.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

WC: Amended, 10/31/07; 4/04/16; January 2026

JC: Competitive; Non-competitive when Part-time in County, Towns or Village of LG