

Department: Fire Code Administration  
Classification: Competitive  
Grade: 9M/C

SPEC DISK A4  
DOCUMENT 55

### CHIEF CODE ENFORCEMENT/SAFETY OFFICER

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative Head of Department position vested with the authority, direction, and control over the department and has the power and authority to appoint and remove officers and employees therein. The work involves responsibility to achieve New York State Department of State Codes Division objectives within the framework of laws and policies established and approved by the Board of Supervisors; to plan, direct, control and evaluate State Fire and Building Code administrative, enforcement and educational activities; to maintain the safety and health standards mandated by the N.Y.S. Public Employees Occupational Safety and Health Act; to enforce and administer flood damage prevention laws; and to provide professional council to the Board of Supervisors for the necessary deliberations of its members. The position is accorded sufficient authority to act as the Chief Code Enforcement Officer of the County Code Enforcement system, responsible for all programs and operations and accountable to the Board of Supervisors and New York State Codes Division for decisions reached and program outcomes. The incumbent does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Formulate and recommend to the Board of Supervisors for evaluation and approval, long and short range objectives and basic policies for all aspects of the County Department of Building and Fire Safety Codes programs and operations;

Provide for the development and implementation of long and short range plans for achieving Department's objectives and recommend such plans to the Board of Supervisors for final approval;

Recommend specific laws, policies, procedures, plans, and programs for the attainment of current operating objectives, and provide leadership in the solution of major problems;

Develop, recommend, and carry out, in coordination with members of the Board and Departmental staff, a planned program for maintaining favorable external relations with the general public, contractors, homeowners, architects and engineers, building consultants and state and local governmental agencies;

Provide for proper delegation of authority and responsibility throughout the established code enforcement/public safety network in place;

Provide for thorough and complete dissemination, interpretation, administration and enforcement of all county and departmental policies in order to establish an environment within which key subordinates can discharge their responsibilities effectively;

Recommend and select in compliance with applicable rules and regulations, appointment of, and assign responsibility among, department personnel;  
Establish effective controls for measuring the performance of key personnel against established objectives; and maintain a system to evaluate the performance of all departmental personnel on a periodic, systematic basis;  
Provide for the development of executive, administrative and supervisory expertise, to meet present and future department and County needs with respect to the operations of the Code Enforcement Department;  
Assume direct responsibility for evaluation of The Code Enforcement/Safety Officer drawing upon formal evaluative inputs from the general public and department staff as may be required to assess performance;  
Direct, counsel, and advise Assistant Code Enforcement/Safety Officers and staff in managing the day-to-day operations and activities of the Department, and settle differences that may arise between and among them, and between and among the general public and personnel.  
Appraise the performance and progress of the county building and fire safety program through effective controls and reports of activities, and through contacts and conferences with key subordinates, initiate corrective action where so deemed required;

#### CHIEF CODE ENFORCEMENT/SAFETY OFFICER - Continued

Provide the Board of Supervisors with reports and information; that will enable said Board to review critically the operation of the department and to provide constructive advice and guidance as to improvement possibilities;  
Direct the preparation of and recommend to the Board and its Budget Officer the annual Code Enforcement/Public Safety budget, and administer the Department within approved budget limitations;  
Provide for the selection of satellite office sites for locating future code enforcement officers and facilities and recommend these to the Board for approval;  
Stay abreast of trends and developments in the fields of both building and fire safety education that may affect the well being of the general public and future of the County department, and apply new techniques and knowledge to department operations as required;  
Manage department affairs aggressively and imaginatively with emphasis on systematically maintaining and improving the quality of enforcement efforts and building and fire safety related educational activities and programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of public administration; thorough knowledge of business and personnel management practices; good knowledge of State Uniform Fire Prevention and Building Code and the Local Zoning Code; good knowledge of Public Employees Occupational Safety and Health Act standards and regulations; working knowledge of accounting principles and methods; ability to plan, coordinate and supervise a variety of activities on a large scale; demonstrated ability to organize and supervise the work of others; ability to prepare complex written and oral reports clearly and concisely; ability to identify administrative problems and use of ingenuity and resourcefulness in solving problems; determined interest in maintaining a high standard of professional ethics; tact; courtesy; flexibility; self-directed; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or NYS registered college or university with an Associate Degree in Civil Technology, Industrial Technology, Fire Science Technology or related field and four years of full time paid experience in building construction, building inspection, fire fighting or fire inspection, one year of which must have been in an administration or supervisory capacity; or
- (b) Six years of full time paid experience as defined in (a) or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOTE:** Candidates must be eligible for appropriate New York State driver's license.

Revised: 02/27/92