

Department: Town of Minerva

SPEC

Classification: Non-Competitive (Part-Time) *

DISK A5

DOCUMENT

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* Pending SCS approval

TOWN ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position exists pursuant to Section 7.1 of the Town of Minerva Site Plan and Land Division Review Law, which was adopted by the Town Board of the Town of Minerva as Local Law #2 of 1991 on December 4, 1991, effective February 15, 1992. The position involves responsibility for the overall inspection of site improvements and proposed subdivisions of land, including coordination with the Town Planning Board and other officials and agencies. The work is performed under the supervision and direction of the Town Planning Board and the chairperson thereof. Additional duties include investigation of complaints, determination of violations, compliance investigation, attendance at Planning Board meetings, assistance with application review, and such other related duties as may be assigned by the Planning Board of the Town Board. The position is part-time, subject to annual appointment by the Town Board. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in review of subdivision and construction applications.
Conducts periodic on-site inspections to insure compliance with permits as issued.
Reports to the Planning Board periodically concerning permit compliance.
Responds to complaints and referrals.
Conducts investigations of unpermitted activity.
Advises applicants and others as to applicable requirements.
Maintains records of acts and decisions.
Assists in the determination and prosecution of violations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Site Plan and Land Division Review Law; ability to understand and explain provisions of the law in clear, non-technical terms; working knowledge of land use and development principles and practices; ability to prepare records and reports; ability to establish and maintain cooperative working relationships with landowners, contractors, public officials, and others; working knowledge of general building construction; ability to read and interpret plans and specifications; ability to be firm but courteous; honest;

thoroughness; tact; sound judgment; good powers of observation; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school and one (1) year of experience in building construction and maintenance, land development, or closely related activities.