

**WARREN COUNTY DEPARTMENT OF FIRE PREVENTION &
BUILDING CODE ENFORCEMENT**

NOTICE OF VACANCY

FIRE PREVENTION AND BUILDING CODE ENFORCEMENT OFFICER

20 Hours / Week

SALARY: \$22,151.50 - No Benefits

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for enforcing the New York State Uniform Fire Prevention and Building Code. Under general supervision, provides for the coordination of all activities relevant to ensuring compliance with appropriate laws, codes, rules and regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares application forms, building permits and certificates of occupancy
- Issues building permits and certificates of occupancy as required
- Inspects Buildings and structures for compliance with the Uniform Fire Prevention and Building Code
- Reviews construction documents for issuance of building permits

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

- (a) Two years experience as a New York State Certified Code Enforcement Officer and three years experience in building construction work, or journey level trades worker or in the inspection of buildings for safety and/or compliance with codes; or
- (b) An Associate's Degree from a New York State or Regionally Accredited College with specialization in civil engineering, construction technology, fire science or a related field and 3 years experience in building construction work, or journey level trades worker, or in the inspection of buildings for safety and/or compliance with codes; or
- (c) Satisfactory completion of 60 semester hours at an approved four-year college or university in a program leading to a bachelor's degree in civil engineering, construction technology, fire science or a related field and 3 years of experience in building construction; or
- (d) Five years of experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades; or
- (e) An equivalent combination of training and experience as defined by the limits of (b), (c) and (d).

NOTE: Candidates for appointment in this class must have a valid New York State Driver's license and will be required to complete any mandated training as established by the New York State Department of State.

Position will be filled based on Civil Service requirements. Appointment will be provisional with examination to be held at a later date. Candidate must meet Civil Service requirements for appointment following establishment of eligible list.

Interested applicants are encouraged to send applications, resume and list of references to Warren County Department of Fire Prevention & Building Code Enforcement, Attn. Charles Wallace, Administrator, 1340 State Route 9, Lake George, NY 12845.

APPLICATIONS BEING ACCEPTED THROUGH November 27, 2018.

Warren County is an EOE/AA Employer