

## **ASSISTANT CODES ENFORCEMENT OFFICER**

The Town of New Hartford has an immediate opening for a full time Assistant Codes Enforcement Officer. Salary: \$42,000-48,000.

The Assistant Codes Enforcement Officer's responsibilities are to assist in enforcing the Code of the Town of New Hartford along with the New York State Uniform Fire Prevention and Building Code; inspect buildings and premises for compliance with the code; maintain records of each Building Permit; issue, deny and revoke Building Permits and Certificates of Occupancy; issue written orders to remedy violations; testify at court hearing; appear at Zoning Board of Appeal hearings.

**MINIMUM QUALIFICATIONS** (per Oneida County Civil Service) Either:

(A) Graduation from high school or possession of a high school equivalency diploma, AND one (1) year of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades; OR

(B) Three (3) years of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Candidate is required to complete the mandated training program, as established by the NYS Department of State's Division of Code Enforcement and Administration, TITLE 19 (NYCRR), Part 1208, within eighteen (18) months of appointment.

**SPECIAL REQUIREMENT:** Candidates for appointment will be required to take and pass Oneida County Civil Service Examination.

Applications may be obtained via the Town website: [townofnewhartfordny.gov](http://townofnewhartfordny.gov) EOE