

County Facilities Committee
Fire Prevention & Building Code Enforcement Agenda
February 23, 2023

COMMITTEE MEMBERS: Supervisors Bruno, Magowan, Diamond, Geraci, Strough, Conover and Thomas - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board

I. Committee meeting called to order by the Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business Items:

1. Request to Fill Vacant Position, Code Enforcement Officer #1

IV. Discussion Items: None

V. Referrals/Pending Items:

1. Employee Retirements

VI. Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)

VII. Motion to Adjourn

Attachments:

1. RESOLUTION REQUEST FORM NO. 12, Schedule "A", Notice of Intent to Fill Vacant Position

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Fire Prevention & Building Code Enforcement Payroll Dept. No: 71
Title of Position: Code Enforcement Officer #1 Base Salary of Position: \$56,356.00 Grade: 17
Filling at Step # (If Known): _____
Budget code and title: A.3620 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11410/Neville Date of Vacancy: 2/15/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

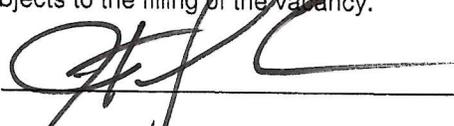
CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. RON 2/1/23
Human Resources Director has approved this form when initialed. 1/2 2/1/23

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature



Date

2/1/2023

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature



Date

2/3/2023

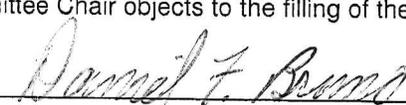
SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee

County Faculties

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature



Date

2/23/2023

FIRE PREVENTION AND BUILDING CODE ENFORCEMENT OFFICER

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: (Illustrative only)

Enforces all provisions of New York State Uniform Fire Prevention and Building Code Council and other codes, laws, rules and regulations pertaining to the construction or alteration of buildings and structures;
Prepares rules and regulations, application forms, building permits and certificates of occupancy for the approval of the local governing body, to be used for the administration on enforcement of the various codes, laws, etc.;
Supervises the various stages of construction and upon completion of construction of buildings and structures, issues, denies or revokes building permits and certificates of occupancy as required;
Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures;
Inspects, as necessary, buildings and structures for compliance with the fire preventions provisions of the State Uniform Fire Prevention and Building Code;
Issues a certificate of occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code;
Maintains accurate records on all transactions and activities including all applications received, permits and certificates issued, inspection reports and notices and orders issued;
Prepares a variety of reports relevant to Code Enforcement activities for the municipal government.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern practices, principles, materials and tools used in building construction;
Good knowledge of building trades; Good knowledge of the State Uniform Fire Prevention and Building Code;
Good knowledge of the principles of fire prevention;
Ability to write clear and concise reports and to maintain records in an orderly manner;
Ability to establish and maintain cooperative relationships with other public officials, building contractors and the general public;
Ability to read and interpret plans and specifications;
Ability to be firm but courteous, honesty, integrity, thoroughness, tact, good judgment;
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) Two (2) years of experience as a New York State Certified Code Enforcement Officer and three (3) years of 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) Associate's Degree with specialization in civil engineering, construction technology, fire science or a related field and three (3) years of 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 three (3) years of experience in building construction; or
- D) Five (5) 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: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

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