

Village of Earlville is seeking a **CODE ENFORCEMENT OFFICER (PT)**

TYPICAL WORK ACTIVITIES:

- Administers and enforces all provisions of New York State Uniform Fire Prevention and Building Code, 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, coordinates, and participates in the inspection of 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 prevention 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, fees charged and collected, inspection reports and notice and orders issued;
- Prepares a variety of reports relevant to Code Enforcement activities for the municipal government.

Pay is salary at \$4,425.00 per year or \$368.75 per month.

For full job description and qualifications go to: villageofearlville.com

IF INTERESTED PLEASE SUBMIT LETTER OF INTEREST WITH RESUME BY OCTOBER 4TH TO: VILLAGE OF EARLVILLE, PO BOX 88, 8 NORTH MAIN STREET, EARLVILLE, NY 13332