

Model Position Description

Position: Enforcement Officer

**Reports to and serves
at the pleasure of:** The Town/Village Board

Responsibilities:

1. Must be thoroughly familiar with all regulations assigned by the town board including:
 - a. N.Y.S Uniform Fire Prevention and Building Code
 - b. Sanitation Law, or Sewage Disposal Law
 - c. Site Plan Inspections
 - d. Subdivision Inspections
 - e. Zoning Law
 - f. Other _____
2. Must be able to explain requirements of all assigned regulations to the public.
3. Must ensure that proper and complete permit applications are filed.
4. Must conduct appropriate inspections of buildings and construction sites to verify compliance with the provisions of assigned regulations.
5. Must refer applicants to other administrative agencies when appropriate.
6. Must maintain records of all acts and decisions.
7. Must make an annual report and any other reports which are requested to the town/village board.
8. Must make periodic road patrols to ensure that all building and construction has proper permits.
9. Must issue notices of violation and/or stop work orders when violations of any of the assigned regulations are discovered either by personal observation or by citizen complaint, or if ordered to do so by the planning board or town/village board.
10. Must refer violations to town/village board if stop work order is ignored for further action.
11. Must perform all other responsibilities as outlined in assigned regulations.
12. Must issue appropriate permits and certificates for uses and structures which are in compliance with the relevant regulations.
13. Must attend training sessions as directed by the town/village board.

Qualifications:

1. High school diploma.
2. _____ Years of experience in construction related field.
3. Other: _____

Compensation:

Option 1: _____ dollars per permit and _____ dollars per mile and _____ dollars per hour for road patrols.

Option 2: _____ dollars per hour and _____ dollars per mile for road patrols.

Option 3: _____ dollars per year and _____ dollars per mile for road patrols.

I have read and fully understand the responsibilities described above.

Town Board Supervisor/Mayor

Enforcement Officer

Date

Date