

Village Of Carthage

120 South Mechanic Street
Carthage, New York 13619
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G. Wayne McIlroy
Village President

Kristy L. O'Shaughnessy
Village Clerk / Treasurer

April 16, 2019

Part-time Enforcement Officer

The Village of Carthage is accepting applications for a part-time Enforcement Officer. The position is responsible for implementing the NYS Uniform Fire Prevention and Building Code along with municipal codes and regulations. Activities are conducted both in the office and at inspection sites under the direction of the Village Board.

The applicant must possess a high school diploma or GED and have a minimum of one year of experience in building construction activities. Applications and a complete job description can be obtained at villageofcarthageny.com or the Clerk's Office and submitted to Village of Carthage, 120 South Mechanic St., Carthage, NY 13619. Applications must be received by May 16, 2019. Village of Carthage is an EOE.

The Village of Carthage is an equal opportunity provider and employer. To file a complaint of discrimination write
USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW,
Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD).

villageofcarthageny.com

ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for enforcing the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes and regulations. Activities are conducted both in the office and at inspection sites. The work is performed under general supervision, with leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

EXAMPLES OF WORK: (illustrative only)

Explains the requirements of the law to contractors and the general public;
Reads and studies plans and specifications for proposed buildings;
Issues permits for the construction and alteration of multiple dwellings;
Maintains records and issues reports;
Issues certificates of occupancy for multiple dwelling units;
Makes complaints to the courts against persons not complying with the building codes and local zoning ordinances;
Prepares a variety of reports relevant to code enforcement activities for the municipal government.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good 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 and local zoning codes; 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 cooperation relationships with public officials, contractors, and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; integrity; thoroughness; sound 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 one year of experience in building construction activities.

Revised: 5/14/97