



Code Enforcement Officer * Town of Liberty Liberty, NY

Overview: The Town of Liberty is seeking a Code Enforcement Officer

The Code Enforcement Officer position involves responsibility for overseeing activities performed by a municipality in connection with enforcement of zoning requirements, building codes, and other local laws, codes, or rules requiring enforcement activities. Duties will include review of plans and specifications submitted with applications for local building permits for new construction projects, inspection of commercial establishments and/or assembly areas, enforcement of the Uniform Fire Prevention and Building Code, the Multiple Residence Code, and other local codes as are established by the municipality. Supervision is exercised over all staff assigned to the zoning, building inspection, and code enforcement functions. Work is performed under the general direction of the chief administrative officer and in accordance with policy of the legislative body.

Responsibilities include:

Supervises the operation of the municipal building department;

Reviews plans and specifications submitted with building permit applications for compliance with the Uniform Fire Prevention and Building Code or zoning requirements;

Inspects buildings and structures under construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Reviews plans and performs inspections of large-scale construction;

Issues building permits and Certificates of Occupancy after completion of construction or repair activities;

Checks permit applications for compliance with zoning ordinances, restrictions for signs and buildings, or to determine the necessity for a zoning variance;

May inspect piping, traps, fixtures, and drainage to see that the work is being carried out in accordance with approved plans and specifications and applicable ordinances and laws;

Explains the requirements of the Uniform Fire Prevention and Building Code and zoning to building contractors and the general public;

Inspects all buildings which contain a combustible or ignitable substance whether stored, available for sale, used for heating or cooking, or any other reason for compliance with the Uniform Fire Prevention and Building Code Act;

Inspects existing buildings and structures to insure conformity with safety standards;

Orders unsafe conditions in existing buildings and structures to be removed and arranges for condemnation notices to owners of hazardous buildings and structures;

Monitors buildings and structures during construction and orders the correction of illegal or unsafe conditions;

Investigates complaints and assists in prosecuting violations of Uniform Fire Prevention and Building Code or zoning requirements;

Maintains a variety of records, logs, files, reports, and other documents

Enforces other local laws, codes, and rules requiring enforcement activities;

Does related work as required.

Skills needed to perform job;

Plan Review

NYS and Town Code Compliance

Uniform Fire Prevention and Building Code

Investigates Complaints

Minimum Qualifications: Either:

(A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Engineering, Architecture, or a related field, and 2 years of experience in building inspection, code enforcement, building construction, building architecture, or a related field; or

(B) 6 years of experience as described in (A) above; or

(C) An equivalent combination of training and experience as described in (A) and (B) above.

Requirements:

Valid Driver's license

Completion Certificate of basic or advanced code enforcement training as set forth in 19 NYCRR Part 434, within 1 yr. of employment.

Shift, Salary, and Benefits: Mon Fri, day shift, night and weekends for emergencies, \$50,000-90,000 yearly, Benefits include Health Ins, Dental Ins, Paid Vacation, Holidays, and 401K/Retirement.

To apply send resume to c.gerow@townofliberty.org, Deadline to apply May 13, 2026