



## **Enforcement Officer \* Town of Fallsburg Parks Fallsburg, NY**

**Overview:** Town of Fallsburg Parks is seeking an Enforcement Officer in Fallsburg, NY.

The Enforcement Officer responsibilities include-

Supervising the manner of construction, reconstruction, and repair of sidewalks to determine that appropriate construction standards are used

Inspects properties to identify the owners or occupants of premises in which there are sidewalk maintenance requirements

Issues or denies permits

Issues notices to correct unsafe, illegal, or dangerous conditions

Enforces ordinances related to the use of streets, highways, sidewalks, and public places

Enforces ordinances relating to dumping prohibition and/or regulation

Assists to Building Inspector and/or Code Enforcement Officer to ensure compliance with building codes, fire prevention codes, or the multiple residence code

Collects fees and accounts for monies received

May Provide assistance in other enforcement activities including inspection of parking meters

Enforces regulations relating to matters of animal control including the licensing, restraining, and impounding of animals

conducts enforcement activities with respect to other local laws or ordinances which regulate a variety of activities

Prepares and maintains a variety of records and reports relating to enforcement activities.

And other duties assigned.

### **Skills required to perform the job:**

Organization

Firm yet helpful

Prepare Reports

Good Judgement

### **Requirements:**

Reference Check

MINIMUM QUALIFICATIONS: Either: (A) Possession of an associate's degree or higher in a field related to building construction or code enforcement; or (B) Two years of experience in performing inspections, code enforcement, building construction, or a related field; or (C) An equivalent combination of training or experience as described in (A) and (B) above.

**Shift and Salary:** This is a Full-Time Position, Monday - Friday, First Shift, \$55,500 Annually, Benefits include Health Insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement, and Clothing Allowance

**Apply by emailing** resume to Jen Edwards at [jedwards@fallsburgny.com](mailto:jedwards@fallsburgny.com)

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