



Enforcement Officer * Town of Fallsburg Parks Fallsburg, NY

Overview: Town of Fallsburg Building Department 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 EEO/AA EMPLOYER M/F/D/V