

THE TOWN OF NEW HARTFORD IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

## **ASSISTANT CODES ENFORCEMENT OFFICER**

This is a tested civil service position

The Town of New Hartford has an immediate opening for a full time Assistant Codes Enforcement Officer. Salary range: \$30,000-43,000.

The Assistant Codes Enforcement Officer's responsibilities are to assist in enforcing the Code of the Town of New Hartford along with the New York State Uniform Fire Prevention and Building Code; inspect buildings and premises for compliance with the code; maintain records of each Building Permit; issue, deny and revoke Building Permits and Certificates of Occupancy; issue written orders to remedy violations; testify at court hearing; appear at Zoning Board of Appeal hearings.

**MINIMUM QUALIFICATIONS** (per Oneida County Civil Service) Either:

(A) Graduation from high school or possession of a high school equivalency diploma, **AND** one (1) year of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades; **OR**

(B) Three (3) years of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Candidate is required to complete the mandated training program, as established by the NYS Department of State's Division of Code Enforcement and Administration, TITLE 19 (NYCRR), Part 1208, within eighteen (18) months of appointment.

Applications may be obtained from the Personnel Dept., Butler Memorial Hall, 48 Genesee St., New Hartford or via the Town website: [newhartfordtown.com](http://newhartfordtown.com) EOE