

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 12/11/13, 02/19/14
Revised: 08/08/18; 04/07/21
Retitled from Director of Code Enforcement: 04/07/21

SUPERVISOR OF BUILDINGS AND CODE ENFORCEMENT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position responsible for planning, directing and supervising the day-to-day operations and activities of the Building Division under the supervision of the Director of Planning and Development, and the administration and enforcement of State and local laws and ordinances governing the construction, renovation and occupancy of buildings. Under the administrative supervision of the Director of Planning and Development, the Supervisor of Buildings and Code Enforcement enforces and supervises the enforcement of the Building Code of New York State, the Residential Code of New York State, the Fire Code of New York State, the Existing Building Code of New York State, the Mechanical Code of New York State, the Plumbing Code of New York State, the Fuel Gas Code of New York State, the Energy Conservation Code of New York State, the Property Maintenance Code of New York State, the New York State Multiple Residence Law, the City of Ithaca Building Code, the City of Ithaca Housing Code, the City of Ithaca Exterior Property Maintenance Ordinance, the City of Ithaca Flood Damage Prevention Ordinance, the City of Ithaca Zoning Ordinance and related codes, ordinances and standards governing the design, construction, alteration, repair, maintenance, use, occupancy, removal and demolition of buildings and structures. The Supervisor of Buildings and Code Enforcement reviews applications for building permits, certificates of occupancy and certificates of compliance along with their supporting documentation, makes determinations regarding compliance with relevant codes and ordinances, and facilitates projects by guiding contractors and property owners toward solutions that comply with applicable codes and ordinances. The Supervisor of Buildings and Code Enforcement also assists contractors, property owners, landlords, tenants and the public in understanding building construction, renovation and occupancy requirements. The Supervisor of Buildings and Code Enforcement serves as staff support to assigned boards, such as the Board of Appeals on Building Code, Housing Board of Review and/or Examining Board of Electricians. The work is performed under the administrative supervision of the Director of Planning and Development with considerable latitude allowed for the exercise of independent judgment. Supervision is exercised over the work of division staff, including inspection and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and approves or disapproves applications for building permits, certificates of occupancy and certificates of compliance, and the plans, specifications and construction documents submitted with such applications, for compliance with state and municipal building, housing and life safety codes applicable to building construction, renovation and occupancy;

Issues building permits, certificates of occupancy and certificates of compliance;

Inspects or directs the inspection of buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable laws and ordinances;

Takes corrective action in cases where construction, design, occupancy or use activities do not comply with codes and ordinances;

Supervises, trains and evaluates assigned staff;

Orders unsafe conditions in existing structures to be removed, and arranges condemnation notices to owners and builders of improper or hazardous structures;

Investigates complaints and assists in preparation of materials for abating violations of building codes, and housing codes;

TYPICAL WORK ACTIVITIES (continued):

Explains the requirements of state and municipal building, housing and life safety codes that regulate building construction, renovation and occupancy to the public, contractors, property owners, landlords, tenants and other interested parties;

Assists the Director of Planning and Development in rewriting codes and ordinances to improve effectiveness and in presenting such changes to the appropriate boards and committees;

Provides professional and technical advice and/or serves as support staff to the Board of Appeals on Building Code, the Housing Board of Review, and/or the Examining Board of Electricians as needed or assigned;

Assists in the preparation of cases for prosecution for violations of codes and ordinances; testifies in court as needed;

Suggests changes for providing better code enforcement in the community;

Prepares and oversees the preparation of a variety of narrative and statistical reports, including activity reports and fee reports;

Participates in the preparation and presentation of the Planning Department's annual budget;

Attends a variety of meetings as City representative on issues related to code enforcement;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the requirements of state and local laws and ordinances pertaining to building construction and alteration, occupancy and habitability, including the Building Code of New York State, the Residential Code of New York State, the Fire Code of New York State, the Existing Building Code of New York State, the Mechanical Code of New York State, the Plumbing Code of New York State, the Fuel Gas Code of New York State, the Energy Conservation Code of New York State, the Property Maintenance Code of New York State, the New York State Multiple Residence Law, the City of Ithaca Building Code, the City of Ithaca Housing Code, the City of Ithaca Exterior Property Maintenance Ordinance and the City of Ithaca Flood Damage Prevention Ordinance; thorough knowledge of modern practices, principles, materials, tools and terminology used in building construction, including construction involving reinforced concrete and structural steel; thorough knowledge of the building trades; ability to supervise, direct and train subordinate personnel; ability to read and interpret plans and specifications; ability to prepare and interpret complex written materials, including legal regulations; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships with public officials, contractors, property owners and the general public; ability to teach the application of codes to inspectors; ability to be firm but courteous; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Engineering, Architecture, or a closely related field with similar course curriculum, and five (5) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities, at least two (2) years of which must have been in a supervisory capacity; or

Minimum Qualifications – continued

- B. Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Construction Engineering, Construction Technology or a closely related field with similar course curriculum, and seven (7) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities, at least two (2) years of which must have been in a supervisory capacity; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above. Please note that this means that the minimum academic requirement is at least an Associate's Degree, the minimum experiential requirement is at least five (5) years of code enforcement or construction project management experience, and the minimum supervisory experiential requirement is at least two (2) years of supervisory experience in one of the qualifying experiential fields.

SPECIAL REQUIREMENTS:

- A. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
- B. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within eighteen months of permanent appointment, and must maintain said certification for the duration of employment.