



Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125

Job Title:	Code Enforcement Officer	Job Category:	Appointed
Department/Group:	CEO/ZEO	Travel Required:	Yes
Location:	Town Hall	Position Type:	Part-Time
Level/Starting Rate:	2/ \$27.50/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Board		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities <ol style="list-style-type: none"> 1. The Code Enforcement Officer shall administer and enforce all the provisions of the Uniform Code the Energy Code and Town Code Chapter 81 – BUILDING CODE ADMINISTRATION 2. All statutory responsibilities as prescribed by law 3. All statutory responsibilities as prescribed by Columbia County Civil Service 			
Duties All duties of the Code Enforcement Officer are outlined in Chapter 81 of the Town Code Additional Duties Cooperates and when necessary requires assistance from local state and federal official concerned with building housing and zoning matters and develops necessary procedures to ensure the town is compliant with these agencies’ regulations Periodically reviews local laws pertaining to Planning/Building and Zoning to ensure compliance and no conflicts with State or Federal laws Trains and Supervises the activities and time management of subordinates engaged in inspection and clerical duties Reviews and approves subordinate time sheets Prepares and submits monthly departmental activity reports to the Town Board Assists in creating short- & long-term departmental objectives in accordance with municipal goals Responsible for On-Call 24/7 for Columbia County 911 emergencies and must appoint the deputy when not available Attends Town Board Planning Board ZBA and other committee meetings when necessary			
Qualifications and Education Requirements The Code Enforcement Officer’s Qualifications are outlined in Town Code Chapter 81-3 B Additionally the fulltime Code Enforcement Officer must be reachable on the Civil Service list			



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Must possess own reliable vehicle which will be used regularly during the workday to carry out duties must be willing to travel to obtain CEU credits

This position is subject to all applicable civil service rules.

Preferred Skills

Must be computer literate

Must be a team player

Must have the ability to respond quickly to emergency/dangerous situations

Incumbents may be exposed to noise dust inclement weather conditions and potentially hostile environments

Must have sufficient physical ability and mobility to work in an office and field environment to stand stoop reach bend kneel squat climb ladders and walk on uneven terrain loose soil and sloped surfaces to lift and/or carry light weight up to 40 lbs to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard ability to operate a vehicle to travel to various locations and to verbally communicate to exchange information

May be exposed to noise dust inclement weather conditions and potentially irate customers

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	