



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

<b>Job Title:</b>	Deputy Code Enforcement Officer	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	CEO/ZEO	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-Time
<b>Level/Starting Rate:</b>	2/\$22.00/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Building Department		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <ol style="list-style-type: none"> <li>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</li> <li>2. All statutory responsibilities as prescribed by law</li> <li>3. All statutory responsibilities as prescribed by Columbia County Civil Service</li> </ol> <p>Duties: All duties of the Code Enforcement Officer are outlined in Chapter 81 of the Town Code</p> <p><b>Qualifications and Education Requirements</b></p> <p>The Code Enforcement Officer’s Qualifications are outlined in Town Code Chapter 81-3 B: Must possess own reliable vehicle which will be used regularly during the work day to carry out duties must be willing to travel to obtain CEU credits</p> <p>This position is subject to all applicable civil service rules.</p> <p><b>Preferred Skills</b></p> <p>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</p> <p>May be exposed to noise dust inclement weather conditions and potentially irate customers</p>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	