

# **Town of Newport**

2788 Newport Rd.

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## **Zoning and Codes Enforcement Officer**

### **Job Description**

The Zoning and Codes Enforcement Officer is responsible for enforcing the provisions of local building and zoning laws and the New York State Uniform Fire Prevention and Building Code and applying the Zoning Codes of the Town. The employee is responsible for enforcing standards for the condition, occupancy, maintenance, conservation, rehabilitation and renewal of existing building structures and premises and for the safeguarding of life and property therein and thereabout from the hazards of fire, explosion or release of toxic gases arising from the storage handling or use of combustible or hazardous substances, materials or devices. Work is performed under the general supervision of the Town Board, with leeway allowed for the exercise of independent judgment only as permitted by the board.

### **TYPICAL WORK ACTIVITIES**

Reviews, checks and passes on plans and specifications submitted with zoning/building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits.

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws, including N.Y. State Uniform Fire Prevention and Building Code.

Issues building permits and furnishes the prescribed certificates of occupancy upon application.

Explains the requirements of the local building code, local zoning ordinances and the N.Y. State Uniform Fire Prevention and Building code law and other applicable laws to building contractors and to the general public.

Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction.

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

Inspects existing buildings and structures to insure their conformity with safety standards and eliminating of fire hazards.

May conduct investigation of source, origin, and circumstances of fires, and fire prevention code.

Investigates complaints and assists in prosecuting violation of the building and fire prevention code and zoning ordinances.

Prepares monthly reports and keeps related records.

Attends monthly meetings of the Town Board to provide status of previous month's activities.