



Published 4/9/21

**Application  
 Deadline  
 04/23/2021**

**CODES ENFORCEMENT OFFICER**

**Open Competitive Exam #61-791** use application form #p-200  
 (Open to the Public)

**Departmental Promotional Exam #74-477** use application form #p-201

Office Hrs M-F  
 8 a.m. - 4:30 p.m.

**Exam Date  
 06/05/2021**

**ALL APPLICATIONS MUST BE FILED WITH THE ONONDAGA COUNTY PERSONNEL DEPARTMENT**  
**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**\$15.00 Non-Refundable Application Fee** You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. Payable by check or money order to: "Chief Fiscal Officer," or by VISA, MC or Discover. Cash will be accepted only if paying in person.

**SALARY AND VACANCIES:** Changing conditions may make it necessary to certify vacancies at higher or lower salaries than those announced.

The title currently exists in the following jurisdictions:

Onondaga County Department of Emergency Management - \$58,315-\$64,541

**Towns (salaries vary):** Camillus, Cicero, Clay, Dewitt, Elbridge, Fabius, Geddes, Lafayette, Lysander, Manlius, Marcellus, Onondaga, Otisco, Pompey, Salina, Skaneateles, Spafford, Tully, VanBuren

**Villages (salaries vary):** Baldwinsville, Camillus, East Syracuse, Elbridge, Fabius, Fayetteville, Jordan, Liverpool, Manlius, Marcellus, Minoa, North Syracuse, Skaneateles, Solvay, Tully

The resulting open competitive eligible list will be used to fill vacancies in any jurisdiction where the title exists.

The resulting promotional eligible list will be used to fill vacancies where the title exists. Your name will be certified for appointment only to the department in which you are employed on the date of examination.

**DUTIES:** The work involves responsibility for enforcing the provisions of local building and zoning laws and the New York State Uniform Fire Prevention and Building Code. An employee in this class 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. Does related work as required.

**RESIDENCE REQUIREMENT:** OPEN COMPETITIVE examination candidates must have resided in the United States of America or one of its territories for not less than one (1) month immediately preceding the date of exam.

**Preference** in appointment **may be given to local residents.** Appointments to positions in some municipalities are subject to residence requirements pursuant to local laws.

**MINIMUM QUALIFICATIONS:** On the date of examination, candidates must meet the following requirements:

**PROMOTIONAL QUALIFICATIONS:** Candidates must be permanently employed in the competitive class or 55-a designated position and must have served continuously on a permanent basis for one (1) year immediately preceding the examination date in the title of Deputy Codes Enforcement Officer and **must** be currently employed in one of the jurisdictions listed above.

**OPEN COMPETITIVE QUALIFICATIONS:**

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in architecture, architectural technology, building construction technology, fire protection technology or engineering; **or**,

B. Two (2) years of work experience, or its part time equivalent, in the performance of building or fire inspections or code enforcement activities; or in building trades; building construction or repair; **or**,

C. Four (4) years of work experience in firefighting\*, two (2) years of which **must** have been in a supervisory capacity; **or**,

D. Current certification as a New York State Code Enforcement Official. **A copy of certification must be submitted with the application.**

**\*NOTE:** Work experience in firefighting means length of time in calendar years as an active member in good standing in a fire department. This does not have to be full-time experience.

**NOTE:** At time of appointment, New York State Public Officers Law requires United States Citizenship.

**SPECIAL NECESSARY REQUIREMENT:**

Once appointed, candidates must meet the training and certification requirements set forth by the Office of Fire Prevention and Control. (see section 434.5 – Certification of Code Enforcement Personnel - of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR)).

**Volunteer Experience:** Volunteer experience will be allowed to substitute for paid work experience as long as the volunteer experience is equivalent in nature to the paid work experience required for the position.

**SUBJECT OF EXAMINATION:** There will be a written test, which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills and/or abilities in the following areas:

**Inspection procedures and principles**

These questions test for knowledge of the appropriate practices and methods to use when inspecting various types of building facilities and projects; including proper adherence to plans and codes; dealing with residents, owners, and contractors; and inspection record keeping.

**Building construction and rehabilitation**

These questions test for knowledge of the various methods and materials used when constructing or renovating various types of buildings and their components.

**Understanding and interpreting building plans and requirements**

These questions test for the ability to read, analyze and perform computations based on technical drawings and written technical material related to building facilities and projects. All the information needed to answer the questions will be presented in the written material and/or drawings.

**Understanding and interpreting codes and ordinances**

These questions test for the ability to read and analyze various codes and requirements. Candidates will be provided with written selections related to code provisions (mainly dealing with zoning, housing and property management issues) and will be asked questions based on those reading passages. All the information needed to answer the questions will be presented in the written selections. Candidates will not be required to have any special knowledge related to the content areas covered in the reading selections.

**TEST GUIDE:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to Take a Written Test" helpful in preparing for this test. This publication is available on line at: <http://www.cs.ny.gov/testing/testguides.cfm>.