

POSITION DESCRIPTION

Position Enforcement Officer

Reports To Town Board

Responsibilities

1. Must be thoroughly familiar with all regulations assigned by the town board.
2. Must be able to explain requirements of all assigned regulations to the public.
3. Ensure that proper and complete permits applications are filed.
4. Conducts appropriate inspections of buildings and construction sites to verify compliance with the provisions of assigned regulations.
5. Refers applicants to other administrative agencies when appropriate (i.e., zoning board of appeals or planning board).
6. Maintains records of acts and decisions.
7. Makes an annual report to the town board.
8. Makes periodic road patrols to ensure that all building and construction has proper permits.
9. Issues notices of violation and/or stop work orders when violations are discovered, either by personal observation or by citizen complaint.
10. Refers violations to town justice if stop work order is ignored.

Authority May issue building and use permits and certificates of occupancy for uses and structures which are in compliance.

Qualifications

1. High school diploma
2. _____ years of experience in construction related field
3. _____

Compensation

Option 1: _____ dollars per permit and _____ dollars per mile and _____ dollars per hour for road patrols.

Option 2: _____ dollars per hour and _____ dollars per mile for road patrols.

Option 3: _____ dollars per year and _____ dollars per mile for road patrols.

I have read and fully understand the responsibilities described above.

Town Board Supervisor

Enforcement Officer

Date

Date