



Town of Ithaca Job Posting: **Electrical & Code Enforcement Officer**

This is a responsible technical position that reviews building plans for, and completes inspections of, construction and building use for compliance with the Town Code and enforces the National Electric Code, State Uniform Fire Prevention and Building codes family. Work is performed under the general supervision of the Director or Senior Code Enforcement Officer with a moderate level of leeway allowed for the use of independent judgment in carrying out the work activities. The incumbent will perform all related duties as required.

The Town of Ithaca is a mosaic of rural, suburban, and urban landscapes that surround the City of Ithaca. It is a college town, a farm town, a Finger Lakes community, and a tourist destination renowned for its scenic vistas, forested hillsides, gorges, waterfalls, and Cayuga Lake. Town Hall is located within the City of Ithaca at 215 N. Tioga Street. Town Hall includes several administrative offices and the Planning and Code Enforcement Departments. Public Works and Engineering Departments are located at 114 Seven Mile Drive.

Town of Ithaca strongly values a diverse and inclusive workforce. Town Board, Management and staff are committed to equity and inclusion and encourage those with similar values to apply.

SOME OF THE TYPICAL WORK ACTIVITIES (non-inclusive list):

Examines electrical permit applications including reviewing plans to determine compliance with the National Electric Code;

Examines building permit applications including reviewing plans to determine compliance with the New York State Uniform Fire Prevention and Building Codes family, as well as the Town Code;

Conducts inspections and reviews all rough wiring installations for concealment of such wiring in accordance with the performance specifications in the New York State Uniform Fire Prevention and Building code;

Conducts final inspections and fixture count on all electrical work requiring a permit;

Conducts electrical inspections on the installations of photovoltaics used as an alternate energy source;

Inspects construction sites including family dwellings, commercial buildings and industrial complexes for compliance with electric and building codes, submitted plans, and if practicing acceptable work standards;

Performs fire safety inspections of public assembly areas, multiple residences and non-residential occupancies

Assists in explaining, enforcing and interpreting the National Electric Code, NYS Uniform Fire Prevention and Building Codes family, and the Town Code to contractors, developers and the general public;

Investigates complaints concerning electrical, building and zoning code violations;

Prepares a variety of forms, records and reports relevant to Electrical and Code Enforcement activities;

Issues written notices to correct unsafe, illegal, or dangerous conditions in existing structures;

Issues electrical and building permits and certificates of occupancy and violation notices;

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in construction technology, electrical technology, electrical engineering or related field **AND** three (3) years of full time paid experience (or its part time equivalent), in the trades field;
OR
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of full time paid experience (or its part time equivalent), in the trades field.

Experience as a Code Enforcement Officer with electrical inspection experience may be substituted for the work experience in the electrical field required in (A), and (B) above.

Posted 5/2/24: HR/JCD

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid New York State Drivers' License.
- Incumbent must successfully complete the prescribed training programs established by the NYS Fire Administrator and the NYS Fire Fighting and Code Enforcement Personnel Standards and Education Commission within twelve (12) months of appointment. In addition, incumbents must attend and complete the continuing education requirements on an annual basis. Incumbent must maintain said certification for the duration of employment.
- Incumbent must complete an electrical certification from the IAEE or the ICC within eighteen months of appointment, if they do not already have it. Incumbent must maintain electrical certification for the duration of employment.

Residency is waived for recruitment, but incumbent must become a resident of Tompkins County or contiguous county within 12 months of appointment.

To Apply submit county application at: <https://www.tompkinscivilservice.org/civilservice/apply/8546>

*Scroll down the list to the Town of Ithaca listings. **Please attach a cover letter and resume when filing.***
Questions regarding the online application program contact Tompkins Co. Civil Service 607-274-5526

Filing deadline: Monday, May 20, 2024 by 4:00 pm or open until filled

Questions directed to: Judy Drake, Human Resources Manager (607) 273-1721 or via email:

Jdrake@town.ithaca.ny.us

Civil Service Exam: Yes -provisional appointment with future exam

Hiring Rate: \$36.25 per hour hiring rate based on 40 hour per week schedule- 2024 rate

Office Location: Town Hall, 215 N. Tioga Street., Ithaca

Work Hours: Monday – Friday, 8:00 am – 4:30 pm

Benefits: paid Holidays, Vacation, Sick and Personal time, Health and Life Insurance, Dental and AFLAC insurance optional, NYS Retirement, free onsite parking