Code Enforcement Inspector/Town of North Hempstead

The Town of North Hempstead, a municipality with 235,000 residents, located on the north shore of Long Island in Nassau County, is seeking a Code Enforcement Inspector. The Code Enforcement Inspector will perform inspections to secure compliance with local laws, codes and ordinances while performing related duties as required.

Please note: All candidates have to be Nassau County Residents

TYPICAL DUTIES:
*1. Performs inspections to secure compliance with local laws, codes and ordinances relating but not limited to refuse, littering, licensing, signs, taxicabs and tow trucks.

*2. Inspects streets, sidewalks, and various town areas to determine compliance with applicable codes, ordinances, and health regulations.

*3. Informs dwelling owners or responsible representatives, orally and in writing, of violations, and suggests corrective measures; reinspects premises and approves corrective actions, or reports continued violations.

*4. Inspects residential, industrial, and commercial properties to verify that garbage or refuse is placed for collection and empty cans are removed as per codes and/or ordinances.

*5. Inspects street and sidewalk construction, alterations, and repairs, to insure adherence to legal requirements.

*6. Investigates, researches, and inspects properties for zoning variances and compliance with ordinances.

*7. Prepares reports and maintains accurate records of inspections, violations, reinspections, and final disposition of cases.

*8. Issues summonses and testifies at trials.

*9. Ascertains whether persons engaged in activities requiring licensing have proper licenses, and are complying with relevant codes.
10. Initiates special projects, as required.

*TYPICAL ADA ESSENTIAL FUNCTIONS
FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of codes, ordinances, and regulations governing streets, sidewalks, refuse, littering, signs, etc.
2. Knowledge of the principles and practices of inspection work as relating to various town areas.

3. Ability to understand, interpret, and explain pertinent codes, ordinances, laws, and regulations.

4. Ability to establish and maintain effective working relationships with associates, and the public.

5. Ability to maintain records and prepare reports.

6. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS Training and Experience Graduation from high school and Two years of satisfactory experience in either
A. Building construction work, including experience reading and applying plans and specifications.
or
B. Inspecting the construction, alteration, or repair of buildings for compliance with codes, ordinances, plans, and specifications.

NOTE: Completion of one year (30 credits) of education at a regionally accredited or New York State Registered college or university may be substituted for experience as outlined above, on a year-for-year basis up to a maximum of one year. The 30 credits must have included at least 12 credits in either Engineering or Architecture.

ADDITIONAL IFORMATION:

The successful candidate must be able to pass the Code Enforcement Inspector, Civil Service test when given. Additionally, candidates may have to work nights and or weekends. Those interested in the position should have the ability to work in a fast-paced, team-oriented environment, have strong interpersonal and communications skills (bilingual a plus), and should have a strong interest in public service.
North Hempstead offers a strong benefit package, including a defined benefit pension package, including a defined benefit pension plan, comprehensive medical, an optional deferred compensation plan, and a generous paid vacation and holiday schedule.
Interested applicants should email a resume and cover letter to Commissioner of Human Resources Bob Weitzner at careers@northhempsteadny.gov