

2010 Town of Danube Codes Enforcer Job Requirements

for any and all Town of Danube Codes Enforcers

1. The Codes Enforcer(s) will be appointed for a term to expire December 31st.
2. The Codes Enforcer(s) serve at the pleasure of the Town Board and will enforce the Uniform Code Law of New York State and such local codes as may be in effect.
3. The Town Board will set all permit fees.
4. The Codes Enforcer(s) will submit monthly reports (containing who, where, what, when?) and other reports as requested to the Town Board and attend Town Board meetings when requested by the Town Board.
5. The Codes Enforcer(s) will be required to keep a log of all permits issued, the activity associated with those permits, all permits closed, and other codes-related activities.
6. The Codes Enforcer(s) will set and keep weekly hours at the Town Garage. These hours will be posted on the town bulletin board.
7. The Town Board will pay for the schooling or training of the Codes Enforcer(s) including meals, lodging and mileage to school. In return the Codes Enforcer will agree to continue to work for the Town until the end of the period for which the certification is valid. Otherwise the Codes Enforcer will reimburse the Town for the total cost of obtaining the certification on a pro-rated basis. New York State governs certification requirements.
8. Payment - Paid by the supervisor on a total combined 12 month salary basis of \$3,000
9. All complaints, controversies, and discussions relating to either the Codes Enforcer(s) or codes matters will be addressed only through the Town Board.
10. The Codes Enforcer(s) will do drives around the town to observe what's going on and to follow-up with return visits. These will be logged w/times and dates. (Current mileage rate is \$0.50/mi and is consistent with the IRS and New York State allowance)

11. Assessor Related Codes Enforcer Duties:

- a. A non-detailed list of all building permits issued will be provided monthly to the assessor. The list must contain only the parcel number (tax map number) and the name of the owner of the property, i.e., the person whose name is listed on the tax roll and who will be assessed for the improvements or alterations made to the property. The tax roll and the tax maps are available at any time in the Meeting Room of the Town Garage, 438 Creek Road. The list can be left in the Assessor's mailbox in the meeting room.
- b. Other information regarding the improvement to be made will be available to the assessor.
- c. Copies of the certificates of occupancy and/or compliance will be provided to the assessor. If for some reason the certificate of occupancy and/or compliance cannot be issued, the assessor should be notified.

12. All original paperwork will be kept in the cabinets in the town meeting room.

In addition, the following guidelines should be followed:

1. It is the Codes Officer's first responsibility to inform and educate the citizens and landowners of their responsibilities under the State Code and local laws.
2. It is the Codes Officer's second responsibility to work with those who show a good faith effort or intention to comply {even if they ask for a second opinion}.
3. It is the Codes Officer's third responsibility to work with the town board and with the town attorney to map a course of action as to how to insure compliance by those who refuse to comply or by their actions demonstrate an intention not to comply in any reasonable time frame.
4. It is the Codes Officer's fourth responsibility to any individual that he/she feels may be in violation of the code or local law under his/her jurisdiction, to contact the individual in an informal, non-confrontational manner, and try to determine the "facts" and try to resolve the matter without a summons, notice or other formal process. Detailed, written notice of this contact must be given to the town board within 24 hours after this occurs.