



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: TOWN OF LEWIS: CODE ENFORCEMENT OFFICER
(Provisional* Appointment)

SALARY: BASED ON EXPERIENCE

LOCATION: TOWN OF LEWIS, 8574 US Rte. 9, Lewis

JOB SUMMARY: The work involves responsibility for administering and enforcing the N.Y.S. Uniform Fire Prevention and Building Code or a local fire and/or building code if approved by the State Fire Prevention and Building Code Council and for maintaining the safety and health standards mandated by the N.Y.S. Public Employees Occupational Safety and Health Act. The incumbent will perform on-site investigations in all facilities and may be required to work at night or in the evening. May be required to assist local Building Inspectors and/or Fire Code Inspectors in the normal pursuit of their responsibilities. Duties are performed under the general supervision of the Chief Code Enforcement/Safety Officer with considerable leeway allowed in designing and carrying out the details of the plan. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Possession an Associate Degree in Civil Technology, Industrial Technology, Fire Science Technology or related field and three years of full-time paid experience in building construction, building inspection, firefighting or fire inspection, one year of which must have been in an administrative or supervisory capacity; or
- (b) Five years of full-time paid experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Candidates must be eligible for appropriate New York State driver's license.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

(OVER)



**Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932**



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. People seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: April 14th, 2025

Application Deadline: May 16th, 2025

**PLEASE SUBMIT APPLICATIONS TO THE
TOWN OF LEWIS
P.O. BOX 59, LEWIS, NY 12950**

*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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