

POSITION OPENING

The Town of Jerusalem is accepting applications for a full-time Code Enforcement Officer position. The work involves responsibility for securing compliance with the New York State Uniform Fire Prevention and Building Code.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school; or possession of a high school equivalency diploma; and EITHER
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in Civil Engineering; Architecture; Building Science; Electrical, Mechanical or Construction Technology; Fire Science, or closely related field, AND one (1) year of full-time or equivalent part-time paid work experience in building construction (as a skilled construction worker); which must have involved building inspection; fire inspection, safety or prevention; or code enforcement activities; OR
- c) Three (3) years of full-time or equivalent part-time paid work experience as defined in (b); OR
- d) Any combination of training and experience equal to or greater than described in (b) and (c) above.

Note: Satisfactory completion of 60 credit hours of study from a regionally accredited or New York State registered college or university, may be substituted for an Associate's Degree.

SPECIAL REQUIREMENT FOR APPOINTMENT:

- a) Possession of an appropriate New York State Operator's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position; AND
- b) Satisfactory completion of the Certified Basic Training Program, as prescribed by the NYS Department of State's Division of Code Enforcement and Administration, TITLE 19 (NYCRR), PART 434, Minimum Standards for Code Enforcement Personnel in the State of New York, within one (1) year of employment; AND
- c) Annual completion of mandatory in-service training and continuing education requirements.

Starting salary \$30.00/hr. for NYSDOS certified applicants and \$25.40/hr. for non-certified applicants (NYSDOS certification required within one (1) year of employment).

For more information or to apply online, visit <https://mycivilservice.yatescountyny.gov/>. To apply in person, please visit the Yates County Personnel Office located at 417 Liberty Street, Penn Yan. The deadline to apply is July 17, 2026.