

## **CODE ENFORCEMENT COORDINATOR**

### **DEPARTMENT OF PUBLIC WORKS**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the direction of the Commissioner and/or Deputy Commissioner of Public Works, the incumbent is responsible for coordinating, administering the supporting the municipal code enforcement compliance activities as they relate to public works operations, infrastructure, sanitation, legal dumping, property maintenance, abandoned vehicles, and quality-of-life conditions. This position focuses on field operations, interdepartmental coordination, compliance tracking, court support and community response. The role supports operational continuity by assisting with inspections, responding to complaints, preparing enforcement documentation, coordinating with legal counsel and representing the department at court hearings, public hearings and during after-hour weekend operations as required. Does related work as required.

### **EXAMPLES OF WORK; (Illustrative only)**

Conduct field inspections and follow-up investigations related to complaints and observed violations impacting public health, safety and quality of life;  
Prepare inspection reports, notices of violations, affidavits, summonses, photographic documentation and related enforcement records;  
Coordinate with the City Law Department to prepare cases for administrative or municipal court proceedings;  
Attend and testify at court hearings regarding code enforcement and compliance matters as required;  
Track compliance timelines, court outcomes and corrective actions using case management or work-order software;  
Coordinate enforcement activity with DPW divisions, Police Department, Fire Department, Buildings and Planning and external agencies as appropriate;  
Participate in community meetings, public forums and outreach initiatives to explain code requirements and compliance processes;  
Assist in evaluating operational challenges and recommending procedural improvements related to enforcement workflows;  
Support data collection and reporting on enforcement activity, response times and compliance outcomes.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Candidates must have good knowledge of municipal codes, ordinances, public works regulations and procedures; must have knowledge of inspection techniques, documentation standards and court preparation and practices; must be able to interpret and apply laws, regulations and departmental practices; must have the ability to communicate clearly and effectively, both orally and in writing, including testimony in court settings; must have the ability to work collaboratively with multiple

departments and external agencies; must have the ability to exercise a high degree of independent sound judgment, tact and courtesy and professionalism; candidates must be able to organize work, maintain accurate records and meet deadlines; must have proficiency in the use of computers and case-management or work-order software and physical condition commensurate with the demands of the position.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

Completion of a high school diploma or possession of an equivalency diploma issued by the New York State Education Department; PLUS two years of experience as a Code Enforcement Officer and extensive dealing with the public.

**SPECIAL REQUIREMENTS:**

- 1) Must be able to work weekend, holiday and after hour operations when required.
- 2) Must have a valid New York State Drivers License.
- 3) Must have a New York State Code Enforcement Certification.

Adopted

CSC

~~7/24~~/2026