

THE TOWN OF NEW HARTFORD IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

**PT ASSISTANT CODES ENFORCEMENT OFFICER
(Specializing in Fire Safety)**

This is a civil service position

The Town of New Hartford has an opening for a part time Assistant Codes Enforcement Officer. Wage will commensurate with experience.

The Part-Time Assistant Codes Enforcement will be responsible for fire safety and property maintenance inspections of all commercial and all multi dwellings within the Town of New Hartford on a triennial basis.

MINIMUM QUALIFICATIONS (per Oneida County Civil Service) Either:

(A) Graduation from high school or possession of a high school equivalency diploma, **AND** one (1) year of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades; **OR**

(B) Three (3) years of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Candidate is required to complete the mandated training program, as established by the NYS Department of State's Division of Code Enforcement and Administration, TITLE 19 (NYCRR), Part 1208, within eighteen (18) months of appointment.

Applications may be obtained from the Personnel Dept., Butler Memorial Hall, 48 Genesee St., New Hartford or via the Town website: newhartfordtown.com EOE