

Jurisdictional Class: Competitive
Adopted: October 11, 1985
Revised: April 13, 2011

BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the review and approval of plans and specifications submitted with applications for building permits. The Building Inspector inspects structures under construction and repair to ensure that the work is being done in accordance with approved plans and specifications and in compliance with applicable codes. The Building Inspector also inspects existing dwellings in the municipality for compliance with State housing maintenance code provisions and other local laws and ordinances with regard to the maintenance of buildings and grounds in an acceptable manner. Duties are performed under the general direction of the local legislative body and/or the top administrative official with considerable latitude permitted for the exercise of independent judgment in carrying out assigned duties. Direct supervision is exercised over subordinate personnel in the department. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews and approves all plans and specifications submitted with permit applications for compliance to building codes, zoning ordinances, and applicable laws prior to issuing building permits;
Issues building permits and furnishes the prescribed certificates of occupancy upon application;
Issues certificates of occupancy for multiple dwellings when buildings meet all necessary requirements;
Inspects structures under construction or repair for adherence to plans, specifications, codes, and ordinances;
Explains the requirements of the State Building Code, the Energy Conservation Code, municipal zoning ordinances, and other applicable laws to building contractor and the general public;
Oversees the correction of unsafe conditions and ensures that necessary safeguards are taken during construction;
Orders that unsafe conditions in existing structures be removed and arranges for the issuance of condemnation notices to owners of hazardous structures;
Investigates complaints and assists in the prosecution of violators of codes and ordinances;
Maintains records and prepares required reports;
Serves as initial investigator and prosecutorial executive officer and enforcing officer of the various municipal codes and State Building and Housing Maintenance Codes;
Serves as executive officer of the Municipal Planning Commission and Board of Appeals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern building techniques, materials, and tools;
Good knowledge of local building codes and ordinances;
Good knowledge of the New York State Multiple Residence Law;
Familiarity with State Housing Maintenance Codes and local codes and ordinances requiring proper upkeep and maintenance of property in an acceptable manner;
Ability to read and understand plans and specifications;
Ability to establish and maintain cooperative relationships with other public officials, with building contractors, and the general public;
Ability to supervise the work of others;
Ability to inspect structures to determine their condition;
Clerical ability;
Sound judgment.

Building Inspector

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering or architecture and two (2) years of experience as a building contractor, as a journey level trades worker in building design and construction, in code enforcement, or in a closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in engineering or architectural technology and four (4) years of experience as defined in (a) above; or
- (c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined in (a) above; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

SPECIAL REQUIREMENT: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a timely manner.

Candidates for appointment in this class will be required to complete any mandated training as established under Minimum Standards for Code Enforcement Personnel in New York State under Part 434.5 within required time limits.