

Jurisdictional Class: Competitive  
Adopted: July 3, 1991  
Revised: June 29, 2016

**MUNICIPAL CODE INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in a municipal buildings department and involves responsibility to inspect properties for compliance with a variety of existing municipal codes and ordinances. This class differs from that of Building Inspector in that there is no responsibility for passing on plans and specifications for building construction or repair. However, an incumbent must have knowledge of building construction or maintenance to perform the technical inspection duties involved and ensure compliance with approved plans and specifications in accordance with existing codes. An incumbent will periodically be assigned to various departments in the municipality functioning under the Department Head for review of specific codes or ordinances concerned. The work is performed under supervision of the Building Inspector with leeway allowed for exercise of independent judgment in carrying out the details of the work. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Inspects existing buildings and structures under construction to insure they conform to municipal codes, laws, and ordinances;
- Investigates complaints dealing with existing codes or ordinances and prepares reports outlining violations;
- Writes notices of code violations for buildings following inspections;
- Prepares reports on code violations and keeps files to determine if violations have been corrected;
- Determines the existence and extent of code or ordinance violations by examining structures involving reconstruction or renovation;
- Explains requirements of codes and ordinances to property owners, building operators, and the public;
- Calls or corresponds with property owners regarding violation of existing codes or ordinances;
- Compiles information and prepares investigative reports for code and ordinance violations;
- May issue appearance tickets for code or ordinance violations;
- Inspects building renovation or reconstruction to insure maximum public safety requirements are being followed and nuisances are removed;
- Checks structures for energy conservation by inspecting need for insulation, storm windows, and weather stripping;
- Inspects buildings for compliance with municipal fire code to reduce hazardous conditions;
- Prepares and files accusatory instruments with the Building Inspector for violations relating to code and ordinance inspection;
- Works with other municipal officials or departments as required on inspection of code or ordinance violations and problem resolution;
- Prepares a variety of records and reports related to the work.

Municipal Code Inspector

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of building and housing reconstruction and renovation materials;  
Good knowledge of methods and procedures for such components as structural plumbing, electrical, heating, lighting, ventilating, and sanitary;  
Good knowledge of modern practices, principles, and materials used in building construction;  
Working knowledge of local laws, codes and ordinances and their application to housing reconstruction, renovation, or rehabilitation;  
Working knowledge of inspection procedures;  
Ability to read and interpret housing construction plans and specifications;  
Ability to understand and interpret written material;  
Ability to be firm and courteous with the public.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in architectural or construction technology and one (1) year of experience in building construction, or inspection activities, or building trades work in one or more of the standard trades; such as carpentry, plumbing, or electrical; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in (a) above; or
- (c) Five (5) years of experience as outlined in (a) above; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), or (c) above.

**SPECIAL REQUIREMENT:** 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.