

BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the local legislative body or the chief administrative officer, a Building Inspector is responsible for reviewing and passing on all plans and specifications submitted with applications for local building permits, issuing permits and for inspecting buildings both erected and under construction or alteration, for compliance with the local building code and zoning ordinance and the multiple residence law.

TYPICAL WORK ACTIVITIES:

- Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, zoning ordinance and the Multiple Dwelling Law;
- Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable laws and ordinances;
- Issues building permits and furnishes the prescribed certificates of occupancy upon application;
- Explains the requirements of the local building code, the local zoning ordinance, the local trailer ordinance and the Multiple Residence Law to interested persons and to the general public;
- Makes certain that illegal or unsafe conditions are removed and secures the necessary safeguards on new construction or alteration;
- Orders the removal of unsafe conditions in existing structures and arranges for condemnation proceedings against owners and builders of improper or hazardous structures;
- Inspects existing buildings and structures to insure their conformity with safety standards;
- Investigates complaints and assist in prosecuting violations of the building code and zoning ordinance;
- Investigates all zoning variance requests and reports to Zoning Board of Appeals;
- Keeps inventory of number and location of all home trailers and secures compliance with trailer ordinance;
- Maintains records of inspections, acts and decisions;
- Prepares periodic reports of buildings and structures erected or altered, permits issued, fees collected;
- Estimates costs of permitted work and of home trailer census for presentation to local legislative body;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of the local building code and the zoning codes; good knowledge of the building trades; fundamental knowledge of the principles of engineering and architecture; good knowledge of the New York State Multiple Residence Law; ability to establish and maintain cooperative relationships with other public

officials, with building contractors and with the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either:

- A. One year of experience at a journey level in one of the skilled building trades; or
- B. Three years of experience in either general building construction or maintenance work; or
- C. Graduation from a regionally accredited or New York State registered college or university with an associate's degree in engineering or construction technology or closely related field and one year of experience as described in "b" above; or
- D. an equivalent combination of training and experience as defined by the limits of "a", "b" and "c" above.
- E. Possession of a current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program.

SPECIAL REQUIREMENT: Possession of a New York State Motor Vehicle Operator's License.