

ASSISTANT BUILDING INSPECTOR/FIRE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important inspection work involving responsibility for ensuring that buildings and structures are in compliance with important safety laws, regulations and codes. The work involves inspection of buildings, both erected and under construction and repair, for compliance with all applicable laws, regulations and codes, including the New York State Uniform Fire Prevention and Building Code and the Multiple Residence Law, as well as Putnam County local laws, codes and regulations and New York State Code building and/or zoning ordinances. Additionally, the incumbent assists the Building Inspector with review and approval of all plans and specifications submitted with applications for local building permits, and inspects buildings and structure to ensure compliance with approved plans and specifications. The position entails a high degree of responsibility since errors in judgment might endanger lives and property. Work is performed under general supervision. Supervision of others is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Examines and inspects buildings, structures and property for compliance with the provisions of the New York State Uniform Fire Prevention and Building Code, applicable Putnam County local laws, codes, rules and regulations, local zoning ordinance and applicable laws, as well as all other applicable laws, regulations and codes;

Assists with reviews of plans and specifications submitted with the building permit applications for compliance with New York State building code, applicable Putnam County local laws, codes, rules and regulations, local zoning ordinance and applicable laws prior to permits being issued;

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Inspects existing buildings and structures to ensure conformance with safety standards;

Assists with issuing of building permits and prescribed certificates of occupancy in response to applications, under authority of the Building Inspector;

Explains the requirements of the local building code, the local zoning ordinance and the New York State multiple residence law and other applicable laws to building contractors and to the general public;

Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;

Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;

Investigates complaints and may assist in prosecuting violations of the building code and zoning ordinances;

Maintains records and prepares reports of building inspection activities;

May prepare or assist with the preparation of periodic reports relative to all actions and decisions, including but not limited to alterations of buildings and structures, permits issued, fees collected, cost estimates, etc., for presentation to the local governing body;

Performs routine clerical operations as needed;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

ASSISTANT BUILDING INSPECTOR/FIRE INSPECTOR (cont'd)

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the provisions of the New York State Uniform Fire Prevention and Building Code, as well as all other laws, regulations and codes applicable to fire inspection of buildings and properties; good knowledge of practices, principles, materials and tools used in building construction; familiarity with the New York State Multiple Residence Law and local zoning codes; familiarity with inspection practices and techniques; ability to establish and maintain cooperative and effective working relationships with other public officials, with building contractors and with the general public; ability to read and interpret plans and specifications; ability to enforce codes and regulations firmly, tactfully, and impartially; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree or completion of sixty (60) college credits in architecture, engineering or other course of study applicable to building construction and one (1) year of on-site building construction experience in any work directly involved in the construction process; or
- b) Completion of two (2) years of full-time technical or trade school training in building construction and one (1) year of on-site building construction experience in any work directly involved in the construction process; or
- c) Graduation from high school or possession of a comparable diploma and three (3) years of on-site building construction experience in any work directly involved in the construction process; or
- d) An equivalent combination of training and experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTES:

1. Experience as a member of a paid or volunteer fire department may be substituted for up to two (2) years of the required building construction experience on a year-for-year basis.
2. Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

SPECIAL REQUIREMENTS:

1. All code enforcement personnel who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code shall be required to complete prescribed code enforcement training courses as set forth in Title 19 (NYCRR) of the State of New York Department of State Codes, Rules and Regulations, Part 434 - "Minimum Standards for Code Enforcement Personnel." The certified basic training program, including all required subject areas as set forth in §434.6, as well as any requirements specified in §434.5, must be completed within one year of initial appointment.
2. All code enforcement personnel shall annually receive a minimum of 24 hours of in-service training as set forth in Title 19 (NYCRR) Part 434 §434.7 in each calendar year following the year in which certified basic training was successfully completed.
3. Access to transportation is required to perform field work responsibilities in a timely and efficient manner.