

ASSISTANT BUILDING INSPECTOR/ZONING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for inspecting new building construction and building repairs to existing buildings, including installations. Assists in the enforcement of the provisions of the New York State Uniform Fire Prevention and Building Code. Work requires review of conditions involving authorized land usage for compliance with local zoning ordinances. Work also consists of routine tasks and involves the performance of standardized word processing and computer skills. General supervision is received from the Director of Codes Enforcement by means of checking completed work and periodic spot checks. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews plans and specifications submitted in connection with building and plumbing permit applications;

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

Inspects piping, traps, fixtures and drainage to insure that work is performed in accordance with approved plans and applications and applicable ordinances and laws;

Investigates complaints and assists in prosecuting violations of the New York State Uniform Fire Prevention and Building Code and local zoning ordinance;

Explains the requirements of the New York State Uniform Fire Prevention and Building Code and local zoning ordinance to building and plumbing contractors and to the general public;

Makes and checks routine mathematical computations;

Maintains files and records and makes reports of department activities;

Directs callers to the proper person or office and gives information of a routine nature;

May operate electronic computers and word processors to maintain records and produce reports;

May operate calculators and other office machines;

Performs a variety of related duties in accordance with the department and/or division assigned.

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.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of practices, principles, materials and tools used in building construction, repair or renovation, including plumbing/heating installations; working knowledge of state and local building codes and local zoning ordinances, and applicable water and sewer facility specifications; familiarity with the New York State multiple residence law; knowledge of fundamentals of the principles of engineering and architecture; ability to establish and maintain cooperative relationships with public officials,

building contractors and the general public; ability to read and interpret plans and specifications; ability to communicate effectively both orally and in writing; ability to be firm but courteous; honesty and integrity; thoroughness; tact; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in engineering, architecture or a related field;
- b) Associate's degree, or completion of two (2) years of full-time technical or trade school training in building construction, and one (1) year of experience involving residential, commercial, or industrial structural design, planning, construction, and/or supervision of construction of buildings, roads, sewer and/or water facilities, and/or electrical, plumbing and/or related infrastructure systems;
- c) Graduation from high school or possession of a comparable diploma and three (3) years of experience as described in a) above; 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.

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.