

ASSISTANT BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves inspection of buildings, both erected and under construction and repair, for compliance with approved plans and specifications, as well as Putnam County local laws, codes and regulations and New York State Code building and/or zoning ordinances. Additionally, incumbent assists with review and approval of all plans and specifications submitted with applications for local building permits. Work is performed under general direction of a supervising Building Inspector or Director of Code Enforcement. Supervision of others is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

Assists 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;

May present, make reports, and/or provide information to the local governing body;

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 (cont'd)

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 at the time of examination.
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.