

BUILDING INSPECTOR/ZONING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the inspection of buildings for compliance with building laws and rules. The position entails a high degree of responsibility since error in judgment might endanger the lives and property of the town's inhabitants; it also requires constant vigilance and prompt action in the enforcement of the Zoning Ordinance. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Explains the requirements of the state and local building codes to the contractors and the general public;
Interprets the zoning ordinance and issues all building permits and certificates of occupancy;
Inspects buildings in the process of construction in order to ascertain that code requirements for reinforced concrete, timber, structural steel, footings, and wall sizes are met;
Inspects existing buildings and structures and notes general condition and safety for continued use;
Orders corrections and improvements;
Issues condemnation notices to owners and builders of improper or hazardous structures;
Investigates complaints and assists in prosecuting cases of violations of the building codes and zoning ordinance;
Maintains records and issues reports of building and zoning inspection activities;
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: Thorough knowledge of practices, principles, materials and tools used in building construction, repair or renovation, including plumbing/heating installations; good knowledge of state and local building codes and local zoning ordinances, and applicable water and sewer facility specifications; working knowledge of 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, and two (2) years 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;
- b) Associate's degree and four (4) years of experience as described in a) above; or
- c) Graduation from high school or possession of a comparable diploma and six (6) 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.

SUBSTITUTION NOTES:

1. 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.
2. Experience as a qualified Municipal Building Inspector or Assistant Building Inspector can be substituted for the above required experience on a year-for-year basis.

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.