

BUILDING, ZONING AND PLUMBING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for reviewing and passing on all plans and specifications submitted with applications for local building and plumbing permits and for inspecting buildings both erected and under construction and repair and plumbing installations and repairs for compliance with approved plans and specifications, the local building code, the zoning ordinance, the multiple residence law and the plumbing code. May serve as head of a building department with responsibility for inspecting all building and plumbing plans, construction and installation except those that are required by ordinance to be performed by a licensed professional engineer or architect. Work is performed under general direction of the Town Board and Town Supervisor. Supervision may be exercised over a number of technical and clerical assistants. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews, checks and passes on plans and specifications submitted with building and plumbing permit applications for compliance with the building code, the plumbing code, the zoning ordinance and applicable laws and ordinances prior to issuing permits;

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

Inspects piping, traps, fixtures and drainage to see that work is being carried out in accordance with approved plans and specifications and applicable ordinances and laws;

Issues building and plumbing permits and furnishes the prescribed certificates of occupancy upon application;

Explains the requirements of the local building code, the local zoning ordinance and the New York State multiple residence law to building and plumbing 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;

Inspects existing buildings and structures to insure their conformity with safety standards;

Investigates complaints and assists in prosecuting violations of the building code, plumbing code and zoning ordinance;

Maintains records of acts and decisions;

Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated costs of work covered by such permit for presentation 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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Thorough knowledge of practices, principles,

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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. Service as Assistant Building and Plumbing 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.