

BUILDING INSPECTOR

Code No. 6-02-003
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for planning, directing and supervising the activities of the Building Department in a town or village, or conducting building inspection activities in a Monroe County department. The Building Inspector performs or supervises Assistant Inspectors in the inspection of buildings, issuance of building permits, and enforcement of State and municipal building codes. The employee reports directly to and works under the general direction of the Town Supervisor or other higher-level staff member, with wide leeway allowed in the exercise of independent judgement. General supervision is exercised over clerical and technical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Performs independently or supervises Assistant Inspectors in the following:

Reviews plans and specifications for compliance with building codes, zoning ordinances, and applicable laws;

Inspects buildings and structures under construction, renovation or repair, for conformance with previously approved plans and specifications;

Issues building permits and furnishes certificates of occupancy;

Explains to building contractors, property owners, architects, engineers, attorneys and the general public the requirements of the local building codes, zoning ordinances and the New York State Building Construction codes and other applicable laws;

Attends and participates in meetings of the town board, planning board, zoning board, and/or other boards and agencies handling matters of planning and zoning, and related problems;

Provides for removal or correction of illegal or unsafe construction, and secures necessary safeguards;

Issues condemnation notices for unsafe structures;

Inspects existing buildings for observance of safety standards;

Investigates complaints and assists in prosecuting violations of building codes or zoning ordinances;

Maintains records of operations and decisions of the departments;

Prepares periodic reports on buildings or structures erected or altered, permits issued, fees collected and estimated cost of work covered by such permits;

Obtains permits from other governmental units;

Inspects plumbing;

Investigates sanitation and storm water drainage problems;

Administers the County Housing Improvement Program;

IN CERTAIN JURISDICTIONS work will include conducting periodic inspections of existing structures for conformance to New York State Uniform Fire Prevention and Building Code; citing violations and ordering the remedy of the violations; reviewing plans for new construction for fire code compliance; maintaining related records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern practices, principles, materials and equipment used in building construction; thorough knowledge of the requirements of local building codes and zoning ordinances; good knowledge of building trades; good knowledge of basic principles of engineering and architecture; working knowledge of fire alarm and sprinkler codes; ability to read and apply the New York State Building Construction Code; ability to read and apply New York State Energy Conservation Construction Code; ability to read and interpret working plans, drawings and specifications; ability to maintain records and prepare reports; ability to plan, assign, and evaluate the work of a subordinate staff; ability to establish and maintain effective relationships with public officials, building contractors, and the general public; ability to recognize fire hazards and code violations; initiative; thoroughness; integrity; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Completion of eight (8) college level courses in building construction, building technology, architecture, civil engineering or a similar discipline; OR,
- (B) Three (3) years paid full-time or its part-time equivalent experience in building construction, building inspection, plumbing installation work, or one of the building trades that involved the use and application of building plans and specifications; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience in a clerical or technical position involving reading and interpreting working construction plans, drawings and specifications; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or successful completion of a minimum of sixty (60) semester credit hours with major work in Civil Engineering or Architecture, plus one (1) year of experience as described in (B) or two (2) years of experience as described in (C) above; OR,
- (E) Possession of a current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program; OR,
- (F) Any equivalent combination of training and experience as defined by the limits of above.

SPECIAL REQUIREMENTS:

Employees not qualifying under option (E) above must successfully complete all five (5) courses of the New York State Code Enforcement Program within the required time specified by the New York State Department of State once appointed.

Employees shall receive a minimum of twenty-four (24) hours of in-service training on an annual basis once appointed.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: November 6, 1980

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