

Jurisdiction Class: Non-Competitive – part-time only*
(*Check for individual Civil Divisions approved by CSC)
EEO Category: Officials/Administrators
Revised: 04/04/2019

BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Supervises the inspection or makes inspections of the construction and repair of buildings and structures and enforces the provisions of the local building and zoning ordinance and the multiple residence law; does related work as required. Under the general direction of the local legislative body or the top administrative officer, a Building Inspector is responsible for reviewing and passing on all plans and specifications submitted with applications for local building permits and for inspecting buildings both erected and under construction and repair for compliance with approved plans and specifications, the local building code, the zoning ordinance and the multiple residence law. This position is generally found in rural or sparsely populated municipalities. Employees in this class do not have responsibility for the examination of plans, for the construction, or for the inspection of large scale construction involving the use of reinforced concrete or structural steel, but may be required to perform routine inspection activities in connection with structural members. In instances where the approval of plans and specifications and the inspection of structures of this type of construction is necessitated, a municipality should engage a licensed professional engineer or architect. A Building Inspector may supervise a small number of technical or clerical assistants. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the operation of the municipal building department;
Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits;
Inspects buildings and structures in the process of construction or repair for the compliance with approved plans and specifications and all requirements of applicable ordinances and laws;
Issues building 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 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;
Inspects existing buildings and structures to insure their conformity with safety standards;
Investigates complaints and assists in prosecuting violations of the building code and zoning ordinance;
Maintains records of acts and decisions;

continued...

TYPICAL WORK ACTIVITIES (cont'd):

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of the local building code and the zoning code; good knowledge of the building trades; fundamental knowledge of the principles of engineering and architecture; good knowledge of the New York State Multiple Residence Law; ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; thoroughness; tact; good judgment.

MINIMUM QUALIFICATIONS: Certification as a Code Enforcement Official pursuant to the NYS Department of State's Division of Code Enforcement and Administration, TITLE 19 (NYCRR), Part 1208; **AND** either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades; **OR**
- (B) Three (3) years of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades.

NOTE: Verifiable part-time experience as defined above will be pro-rated toward meeting full-time experience requirements.

Adopted: 09/13/1985
Revised: 07/06/1994; 04/04/2019