

ASSISTANT DIRECTOR OF BUILDING ADMINISTRATION AND CODE ENFORCEMENT **(SPANISH SPEAKING)**

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a responsible nature which involves assisting the Director of Building Administration and Code Enforcement in reviewing and passing on plans and specifications submitted for town building permits for compliance with approved plans and specifications, local building codes and applicable portions of the New York State Uniform Fire Prevention and Building Code (Uniform Code). The work also involves inspecting construction to insure compliance with laws and ordinances for land use, building construction and building use. Some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Note. The work is performed under the general supervision of the Director of Building Administration and Code Enforcement. Work direction may be exercised over a number of building and code inspectors and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director in the coordination of the processing of applications for building permits and certificates of occupancy to insure technical compliance with Building and Fire Codes;
Assists the Director in the review of plans and specifications and also on-site inspections of construction to insure compliance with Building and Fire Codes prior to the issuance of building permits;
Inspects buildings for compliance with various land use and building codes and local land use regulations, including field inspections and technical compliance;
Assists the Director in the establishment and implementation of office procedures as they apply to technical staff with an eye towards professional review;
Responds to phone inquiries and written correspondence;
Assists the Director in preparing reports for various boards and commissions;
Attends meetings of land use boards in place of the Director;
May represent the Director as coordinator of the activities of Building Inspectors, Fire Inspectors and Plans Examiners.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local building and zoning codes and ordinances as well as applicable portions of the New York State Uniform Fire Prevention and Building Code (Uniform Code); thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of inspection practices and techniques; ability to organize and direct the work of others; ability to establish and maintain cooperative relationships with public officers, building contractors and the general public; ability to work independently within the scope of general direction; ability to present data and reports clearly and concisely in either oral or written form; ability to read and interpret plans and specifications; ability to maintain records and prepare reports; ability to read, understand and speak Spanish.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Architecture or Civil Engineering and two (2) years of professional, paid work experience in the design, inspection or technical implementation of building construction; or

(over)

2. An Associate's degree or higher in Architecture or Civil Engineering and four (4) years of professional, paid work experience in the design, inspection or technical implementation of building construction; or
3. Graduation from high school or possession of an equivalency diploma and seven (7) years of professional, paid work experience in the design, inspection or technical implementation of building construction.

NOTE:

Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

SPECIAL REQUIREMENT: It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in the New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall complete the prescribed minimum basic code enforcement training within the applicable period established under that Part as well as required annual in-service training.