

BUILDING INSPECTOR II

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is responsible for reviewing and passing on all plans and specifications submitted with applications for town building permits (except those which are required by ordinance to be performed by a licensed engineer or architect) and for inspecting structures, either erected or under construction or repair, for compliance with approved plans and specifications, local building codes, zoning ordinances and applicable portions of the New York State Uniform Fire Prevention and Building Code (Uniform Code). Does related work as required. Supervision may be exercised over technical and clerical assistants. General direction is received from the Town Board and/or an administrative official. This is a Public Officer position.

TYPICAL WORK ACTIVITIES:

Exercises complete responsibility for the operation of a town building inspection office;
Reviews, checks, and passes on plans and specifications submitted with building permit applications for compliance with the building code, zoning ordinances and applicable laws prior to issuance of permits;
Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable codes, ordinances and laws;
Issues Building Permits and Certificates of Occupancy;
Explains, as needed, the requirements of the local building code, local zoning and related ordinances as well as applicable portions of the Uniform Code and other laws;
Inspects existing buildings and structures to insure their conformity with safety standards and applicable ordinances and laws;
Provides for removal of illegal or unsafe conditions and secures necessary safeguards during construction;
Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners or builders of improper or hazardous structures;
Investigates complaints and assists in prosecuting violations of the building code, zoning ordinances and the Uniform Code;
Maintains records of decisions made and actions taken;
Prepares periodic activity reports as directed and/or required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Through knowledge of modern practices, principles, materials and tools used in building construction; 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 inspection practices and techniques; 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 maintain records and prepare reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of experience either as a general contractor (involving on-site building construction, supervision, or inspection); a sub-contractor or foreman for a major building construction trade such as carpentry, plumbing, heating and ventilating; a building inspector; construction engineer; clerk of the works; or related experience and, in addition, either:

(over)

- a. Three (3) years of on-site building construction experience in any work directly involved in the construction process; or
- b. Two (2) years of full-time technical or trade school training in building construction; or
- c. A Bachelor's or higher degree in architecture, engineering or other course of study applicable to building construction; or
- d. Any equivalent combination of the above training and experience.

NOTE: Building construction experience or apprenticeship training may be substituted for required schooling on a year-for-year basis.

PROMOTION: One (1) year of permanent competitive class status as a Deputy Building Inspector.

PUBLIC OFFICER NOTE: As a Public Officer, one must be at least 18 years of age, a citizen of the United States, a resident of the municipality in which employed, and must not have been convicted of a violation of selective training and service acts of the United States.

SPECIAL REQUIREMENTS:

1. 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 in-service training.
2. Possessions of a valid driver's license appropriate for the vehicle to be operated.