

## **BUILDING INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** A Building Inspector is responsible for reviewing and passing on all plans and specifications submitted with applications for local village permits as well as for inspecting structures either erected or under construction or repair, for compliance with approved plans and specifications, the local building code, zoning ordinances and applicable portions of the New York State Uniform Fire Prevention and Building Code (Uniform Code). Supervision may be exercised over technical and clerical assistants. General direction is received from the Mayor and/or the Village Board of Trustees. Employees in this class do not have the responsibility for the examination of plans for the construction or the inspection of large-scale projects involving the use of reinforced concrete or structural steel, and a municipality should engage a licensed Professional Engineer or Architect for this work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with the building code, zoning ordinance or applicable laws, prior to issuance of permits;  
Supervises the operation of the municipal building department;  
Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances or laws;  
Issues Building Permits and Certificates of Occupancy;  
Explains, as needed, the requirements of the local building code, local zoning and related ordinances and applicable portions of the Uniform Code and other laws;  
Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;  
Provides for removal of illegal or unsafe conditions and secures necessary safeguards during construction;  
Inspects existing buildings and structures to insure their conformity with safety standards and applicable ordinances and laws;  
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 required and/or requested reports of department activities for presentation to the appropriate authority.

### **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 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 one (1) year 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; a construction engineer; a clerk of the works; or related experience and in addition, either:

- 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. Possession of 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.

(over)

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

**PUBLIC OFFICER NOTE:** In those villages which have provided the authority of a public officer to this title, appointees 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.

**PROMOTION:** One (1) year of permanent competitive class status as an Assistant Building Inspector or Assistant Building Inspector with any parenthetical designation (e.g. Spanish-Speaking).

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