

DEPUTY BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is building inspection work of a difficult nature involving responsibility for assisting in the review and passing on all plans and specifications submitted with applications for town/village 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, to insure 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). The work is performed under the general supervision of the department head. Supervision may be exercised over a number of technical and clerical assistants. Does related work as required. This is a Public Officer position.

TYPICAL WORK ACTIVITIES:

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;

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;

Investigates complaints and assists in prosecuting violations of the building code, zoning ordinances and the Uniform Code;

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Issues Building Permits and Certificates of Occupancy;

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 and builders of improper or hazardous structures;

Performs miscellaneous administrative duties;

Maintains records of decisions made and actions taken;

Prepares periodic activity reports as directed and/or required;

Acts in place of the head of the Building Inspection Department in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough 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 maintain records and prepare reports; ability to establish and maintain cooperative relationships with public officials, building contractors and the general public; ability to read and interpret plans and specifications.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) 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. Possession of a Bachelor's degree or higher 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 an Assistant Building Inspector or related title.

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 annual in-service training.
2. A valid driver's license appropriate for the kind and size of vehicle to be operated.