

BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the review and approval of plans and specifications submitted with applications for building permits. The Building Inspector also inspects existing structures and structures under construction to ensure that the work is being done in accordance with approved plans and specification and in compliance with local and State building codes. This position may be responsible for the identification and correction of violations of State and Local Building Codes, Town zoning laws or other regulations. Duties are performed under the general direction of Building, Planning and Development Coordinator with considerable latitude permitted for the exercise of independent judgment in carrying out assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (*Illustrative Only)

- Reviews and approves all plans and specifications submitted with permit applications for compliance with building codes and regulations.
- Issues building permits.
- Issues certificates of occupancy or certificates of compliance when buildings meet all necessary requirements.
- Inspects structures under construction or repair for adherence to plans, specifications, codes and ordinances.
- Explains the requirements of the State Building Code, the Energy Conservation Code and Town Zoning Ordinances.
- Oversees the correction of unsafe conditions and ensures that necessary safeguards are taken during construction.
- Orders that unsafe or illegal conditions related to existing structures be removed and arranges for the issuance of condemnation notices to owners' hazardous structures.
- Investigates complaints and assists in the prosecution of violators of codes and ordinances.
- Storm water management and/or Zoning responsibilities may be required.
- Maintains records and prepares required reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern building techniques, materials and tools; good knowledge of State and local building codes and ordinances; ability to read and understand plans and specifications; clerical ability; ability to inspect structures to determine their condition; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

PREFERRED QUALIFICATION: Experienced NYS Certified Code Enforcement Official.

SPECIAL REQUIREMENTS: Candidates for appointment in this class will be required to complete mandated training as a Code Enforcement Officer as required by the NYS Department of the State.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Civil Technology, Engineering, Architecture or related field, Or
- B. Possession of an Associate's Degree in Civil Technology, Engineering or Architectural Technology and two (2) years of experience as a building contractor, journey level trades worker, assistant building inspector or in the design of building construction, Or
- C. Graduation from high school or possession of a GED and four (4) years of experience as a building contractor, journey level trades worker, assistant building inspector or in the design of building construction.