

BUILDING AND CODE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for the review and approval of all plans and specifications submitted with applications for local building permits. Inspections are made of buildings, both erected and under construction, or repair for compliance with approved plans, specifications, the local building codes, zoning ordinances, the Multiple Residence Law and the New York State Uniform Fire Prevention and Building Code. The incumbent also is responsible for obtaining compliance with applicable codes, and in instances of noncompliance, issuance of citations and referral to appropriate authorities. The work is performed under the general direction of the local legislative body or the top administrative officer. Supervision may be exercised over a small number of technical or clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews plans, blueprints and specifications for the construction or renovation of buildings for compliance with applicable codes, regulations and laws prior to issuing permits;
Inspects buildings and structures in the process of construction or repair for compliance with approved plans, specifications and all requirements of applicable ordinances, codes and laws;
Inspects existing buildings and structures to insure their conformity with safety standards;
Performs final inspections and issues certificates of occupancy for properly completed projects;
Explains the requirements of the local building code, zoning ordinance and other related laws to building contractors, owners of structures and the general public;
Orders unsafe conditions in existing structures to be rectified and arranges for condemnation notices to owners and builders of improper or hazardous structures;
Receives and investigates complaints of building, zoning, fire, illegal dumping and other local codes and takes appropriate action;
Maintains records of investigations and decisions;
Prepares periodic reports of buildings and structures, both erected and altered, of permits issued, fees collected, and estimated costs of work covered by permits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction;
Thorough knowledge of the requirements of the building code, zoning code, laws and ordinances of the jurisdiction;

Good knowledge of the principles of engineering, architecture and building trades;
Good knowledge of the structural and mechanical components of buildings;
Skill in reading and interpreting building construction plans, blueprints and specifications and to recognize deviations from such plans in the actual construction;
Skill in recognizing instances of fire or safety violations and prescribing corrective measures;
Ability to establish and maintain cooperative relationships with other public officials, building contractors, building owners and the general public;
Good powers of observation;
Good judgement;
Tact;
the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree or higher in civil engineering, construction technology or closely related field; OR
- B) Graduation from high school or possession of an equivalency diploma and 2 years experience in building construction; OR
- C) Graduation from high school or possession of an equivalency diploma and 2 years of experience as either a municipal building inspector or code enforcement officer; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

SPECIAL REQUIREMENTS: Candidates for appointment in this class will be required to complete any mandated training for duties to be performed as established under minimum standards for Code Enforcement/Building Inspector Personnel in New York State under Part 434.5 within required time limits.

R581 03/11/05
 Revised 5/13/21

COMPETITIVE