

Jurisdictional Class: Competitive  
Adopted: October 11, 1985  
Revised: March 22, 2013

## **BUILDING INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves overseeing the enforcement of all provisions of the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes, zoning ordinances, laws, rules, and regulations pertaining to the construction or alteration of buildings and structures. This position reviews and approves all plans and specifications submitted with applications for building permits. The Building Inspector supervises and performs inspections of structures under construction and repair to ensure that the work is being done in accordance with approved plans and specifications and in compliance with applicable codes. The position also supervises and may inspect existing dwellings in the municipality for compliance with Property Maintenance Code (NYSRR Part 1226) and other local laws and ordinances with regard to the maintenance of buildings and grounds in an acceptable manner. Duties are performed under the general direction of the local legislative body and/or the top administrative official with considerable latitude permitted for the exercise of independent judgment in carrying out assigned duties. Direct supervision is exercised over all department staff. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Oversees the enforcement of all provisions of the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes, zoning ordinances, laws, rules, and regulations pertaining to the construction or alteration of buildings and structures and inspections of such buildings and structures;

Supervises, coordinates, and may participate in the inspections of new and various stages of construction as well as completion of construction of buildings and structures to ensure compliance;

Supervises, coordinates, and may participate in the inspection of multiple residences, industrial and commercial buildings, places of public assembly, and private residences to ensure compliance;

Supervises the enforcement of all federal, state, and local regulations pertaining to the field of rehabilitation and conservation work;

Reviews and approves all plans and specifications submitted with permit applications for compliance to building codes, zoning ordinances, and applicable laws prior to issuing building permits;

Issues building permits and furnishes the prescribed certificates of occupancy upon application;

Issues certificates of occupancy for multiple dwellings when buildings meet all necessary requirements;

Inspects buildings and structures in the process of construction or repair for adherence to plans, specifications, codes, laws, and ordinances;

Explains the requirements of the NYS Uniform Fire Prevention and Building Code, the Energy Conservation Construction Code, municipal zoning ordinances, and other applicable laws to building contractors and the general public;

Oversees the correction of unsafe conditions and ensures that necessary safeguards are taken during construction;

Orders that unsafe conditions in existing structures be removed and arranges for the issuance of condemnation notices to owners of hazardous structures;

Investigates complaints and violations, and assists in the prosecution of violators of codes and ordinances;

Operates vehicle in order to accomplish daily field inspection and supervisory work;

Maintains records and prepares required reports.

## Building Inspector

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the requirements of the local building code and the zoning code;  
Thorough knowledge of modern practices, principles, materials, and tools used in building construction and their application;  
Thorough knowledge of the principles and practices of building inspections and procedures;  
Good knowledge of methods and procedures for such components as structural plumbing, electrical, heating, lighting, ventilating, and sanitary;  
Familiarity with local laws, codes, and ordinances and their application to zoning, building, and housing reconstruction, renovation, or rehabilitation;  
Familiarity with the New York State Multiple Residence Law;  
Familiarity with Property Maintenance Code and local codes and ordinances requiring proper upkeep and maintenance of property in an acceptable manner;  
Ability to read and interpret housing construction plans and specifications;  
Ability to inspect structures to determine their condition;  
Ability to assign and supervise the work of others;  
Ability to establish and maintain cooperative relationships with other public officials, with building contractors, and with the general public;  
Ability to be firm but courteous with the public;  
Ability to counsel and advise owners;  
Ability to understand and interpret written material;  
Clerical ability;  
Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering or architecture and two (2) years of experience as a building contractor, as a journey level trades worker in building design and construction, in code enforcement, or in a closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in architectural or construction technology and four (4) years of experience as defined in (a) above; or
- (c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as outlined in (a) above; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), or (c) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

## Building Inspector

**SPECIAL REQUIREMENT:** Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.

Candidates for appointment in this class will be required to complete any mandated training as established under Minimum Standards for Code Enforcement Personnel in New York State under Part 434.5 within required time limits.