

## BUILDING AND CODE COMPLIANCE INSPECTOR

Code No: 4-14-174

Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position in a Town responsible for administering the County Housing Improvement Program as well as inspecting buildings, issuing building permits, and enforcing state and municipal building codes. The employee reports directly to and works under the general supervision of a higher ranking official. Supervision may be exercised over a subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other activities may be performed although not listed.)

Administers County Housing Improvement Program;

Reviews plans and specifications for compliance with codes, laws and zoning ordinances;

Inspects building and structures under construction or repair for conformance with codes and plans;

Issues building permits and furnishes certificates of occupancy;

Provides for the removal or correction of illegal or unsafe construction;

Issues condemnation notices for unsafe structures;

Investigates complaints and assists in prosecuting violations of building code and zoning ordinances.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the methods, practices and materials involved in building construction; good knowledge of the New York State Building Code, Multiple Residency law, and local codes and ordinances; good knowledge of the methods, practices and procedures involved in zoning, community planning and code compliance; ability to conduct inspections of buildings under construction; ability to read blue prints; ability to explain town codes to residents; ability to establish and maintain effective working relationships with public officials, building contractors and the general public; good judgment; attention to detail; willingness to work outdoors; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent experience in building construction, building inspection, or one of the building trades; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree or completion of a minimum of sixty (60) semester credit hours with major work in civil engineering, construction technology or architecture, plus two (2) years paid experience as described in (A) above, OR;
- (C) Any equivalent combination of training and experience as described by the limits of (A), above.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** April 3, 1996