

BUILDING INSPECTOR AND PUBLIC WORKS ASSISTANT

Code No. 6-02-016
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving the coordination of various functions of a town or village as they affect building, planning, zoning, public works, assessments, grants, and community development. Duties involve enforcing the provisions of local building and plumbing codes, engineering design criteria, planning and zoning ordinances, local laws, and County and State regulations and laws. Duties also involve assisting the Department of Public Works staff in all duties including the operation of vehicles, equipment and tools necessary in the removal of snow and ice, brush, leaves and other tasks requiring a New York State Class *B* Commercial Driver's License (CDL), and responding to emergencies at any time. The employee reports directly to, and works under the general supervision of the Superintendent of Public Works or other higher-level staff member with wide leeway allowed for independent judgment. General supervision is exercised over subordinate staff. Does related work as required.

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

Explains the requirements of the local codes, ordinances and other applicable laws to land developers, contractors, architects, engineers, attorneys and the general public; assists in completion of forms and meeting of paperwork requirements;

Approves plans and specifications and issues building permits; issues certificates of occupancy upon final inspection; obtains permits from other governmental units;

Inspects new or existing buildings, building sites and project construction to ensure work is being carried out in accordance with approved plans and specifications;

Investigates complaints and assists in prosecuting violations of the building code, zoning ordinance and local laws;

Processes applications and coordinates legal notices, applicant notices, agendas and minutes for Planning Board and Zoning Board meetings;

Prepares periodic reports on buildings and structures erected or altered, permits issued, fees collected and estimated cost of work covered by permits;

Serves in advisory capacity to Planning Board and Zoning Board; makes recommendations and assists in drafting new or revised regulations and ordinances;

Conducts preliminary review of plans and sites for major developments and zoning variances;

Makes preliminary studies and cost estimates on feasibility of projects such as water mains, sewers or drainage improvements;

Prepares descriptions and specifications for equipment and material bids;

Coordinates the obtaining of easements for special projects;

Inspects streets, utilities and sewer construction to ensure conformance with Village engineering design criteria;

Provides minor engineering assistance to the Public Works Department staff such as designing grades for culverts and ditches, making tie-ins and preparing as-built records;

Investigates sanitation and storm water drainage problems and makes recommendations for corrective action to the Department of Public Works;

Reviews vouchers and approves payment to consultants and contractors on Public Works and Community Development projects;

Makes and follows through on applications for grants-in-aid from other levels of government; coordinates expenditures and work on projects when funding is obtained;

Administers Community Development Block Grant Programs; reviews and approves applications; makes inspections; writes work descriptions; reviews estimates; enforces contract requirements and processes paperwork for approval and payment by the County Community Development Office;

Monitors road conditions and dispatches plow and salt crews.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Village building codes, planning and zoning ordinances, engineering design criteria, County of Monroe planning, health and transportation codes and State codes; thorough knowledge of the principles, practices, materials and equipment used in building, street and utility construction; good knowledge of the needs and goals of the municipality in relation to planning, zoning and community development; working knowledge of the principles of engineering and structural design; working knowledge of public administration; ability to communicate orally and in writing; ability to read and interpret plans, maps and specifications; ability to do feasibility and cost analysis studies; ability to prepare written and statistical reports; ability to conduct field inspections; ability to coordinate a multiplicity of functions and tasks; ability to coordinate the work of others; ability to supervise staff; ability to establish good working relationships with others; ability to deal with the public; ability to administer budgets; organizational ability; good judgment; 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) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or successful completion of a minimum of sixty (60) college semester credit hours with major work in Building Technology, Civil Engineering, Architecture or a closely related field* plus four (4) years paid full-time or its part-time equivalent experience in all phases of building construction work, or civil engineering, or architecture, two (2) years of which must have been in a supervisory capacity; OR,
- (B) Six (6) years paid full-time or its part-time equivalent experience in all phases of building construction work, civil engineering or architecture, two (2) years of which must have been in a supervisory capacity; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Must submit an official or unofficial college student transcript or an itemized list of courses completed and credits received with application.

SPECIAL REQUIREMENTS: Must obtain a valid New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program

during the probationary period.

Possession of a valid New York State Class *D* driver's license at the time of appointment with the condition of obtaining a New York State Class *B* CDL Learner's Permit within the minimum probationary period of the appointment and a New York State Class *B* CDL within the probationary period.

Monroe County Civil Service Commission

ADOPTED: December 16, 1982

REVISED: April 8, 2021