

## **RESIDENTIAL PLAN REVIEW INSPECTOR TRAINEE**

Code No.: 6-01-053  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This trainee position assists with various building inspection related activities specifically of a residential nature involving building and structures, plumbing installations, site plans and zoning applications. Upon successful completion of a two (2) year training period, employees are promoted to Residential Plan Review Inspector without further examination. The employee reports directly to, and works under the general supervision of the Residential Plan Review Inspector, Assistant Building and Plumbing Inspector, or other higher-level staff member. 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.)

Assists with reviews of residential plans and specifications submitted with building and plumbing permit applications for compliance with the building code, the plumbing code, the zoning ordinance and applicable laws and ordinances;

Assists with inspections of residential buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of local and state law;

Assists with inspections of residential plumbing installations to see that work is being carried out in accordance with approved plans and specifications and applicable codes both state and local;

Assists the public with the submission of building applications by providing explanations of building codes, zoning laws, and multiple residence law under the direction of a higher-level staff member such as a Residential Plan Review Inspector or Assistant Building and Plumbing Inspector;

Assists in reviewing applications for residential building and plumbing permits and zoning variances for completeness;

Assists in providing information to residents and contractors on specific areas such as flood plain regulations, setback requirements, variance processes, local laws and regulations, local zoning ordinances, local building and plumbing codes, and the New York State Multiple Residence Law;

Assists in advising the public on additional requirements and adjustments needed for permit approval including proper documentation and required insurance;

Issues residential building and plumbing permits, sign permits, and various other permits related to zoning laws;

Assists in department and town record management activities to include generation of reports and other documents;

Intakes and assists in the investigation of complaints regarding residential building and zoning violations and explains provisions of the code;

Assists with the maintenance of records of investigations and inspections conducted;

Participates in formal training sessions offered by state agencies or private organizations on building code interpretation, construction, plumbing, electrical systems and/or heating and ventilation.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of modern practices, principles, materials and tools used in building construction and plumbing installation specifically as it relates to residences; working knowledge of the requirements of the local building code and zoning ordinances; working knowledge of the New York State Multiple Residence Law; working knowledge of the building trades; working knowledge of the principles of engineering and architecture; ability to assist with conducting residential building and plumbing field inspections; ability to assist the public with the building application procedure and explain requirements under direction; ability to communicate orally and in writing; ability to establish and maintain cooperative relationships with public officials, building contractors, plumbing contractors and the general public; ability to read and interpret plans and specifications; ability to assist with maintenance of records of investigations and inspections; ability to operate a computer in performance of duties; ability to work out of doors; good judgment; physical condition commensurate with the demands of the position.

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

- (A) One (1) year paid full-time or its part-time equivalent experience in building construction or residential building inspection; OR,
- (B) One (1) year paid full-time or its part-time equivalent experience in a technical or clerical position involving all of the following: reading and interpreting blue prints, working construction plans, drawings and specifications, and public contact work; OR,
- (C) Possession of a current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program;
- (D) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** 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 position.

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**ADOPTED:** April 3, 2003

**REVISED:** July 11, 2016