

## **ASSISTANT BUILDING INSPECTOR**

Code No. 6-01-004  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position in a town or village involves working closely with the Building Inspector in inspecting buildings, issuing building permits and enforcing state and municipal building codes. The employee reports directly to and works under the general supervision of the Building Inspector. 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.)

Inspects buildings for which permits have been issued to insure compliance with regulations;

Inspects buildings under construction to insure conformity to plans and compliance with regulations;

Recommends appropriate course of action to the Building Inspector on petitions and applications filed;

Investigates complaints regarding building occupancy and use;

Explains to building contractors, property owners, and the general public the requirements of the local building code, zoning ordinances, and the New York State Multiple Residency Law and other applicable laws;

Authorizes field tests of building materials;

Enforces safety rules and regulations during construction and with regard to the installation of building equipment;

Approves plans relating to the construction, alteration, repair, removal, and demolition of buildings;

Issues and keeps permanent file of records and permits issued;

Accounts for fees collected from petitioners;

**IN CERTAIN JURISDICTIONS** work will include conducting periodic inspections of existing structures for conformance to New York State Uniform Fire Prevention and Building Code; citing violations and ordering the remedy of the violations; reviewing plans for new construction for fire code compliance; maintaining related records.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good 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 building trades; working knowledge of the principles of architecture and engineering; ability to explain state and local laws, code, and ordinances; ability to read and interpret working plans, drawings, and specifications; ability to conduct inspections of buildings under construction; ability to establish

and maintain effective relationships with public officials, building contractors, and the general public; good judgement; 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) One (1) year paid full time or its part time equivalent experience in building construction, building inspection, or one of the building trades; OR,
- (B) Two (2) years paid full time or its part time equivalent experience in a clerical or technical position involving reading and interpreting working construction plans, drawings and specifications; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Engineering or Architecture; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above; OR,
- (E) Possession of a current New York State Basic Code Enforcement Training Certificate indicating successful completion of the New York State Basic Code Enforcement Program.

**SPECIAL REQUIREMENT:**

Possession of 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

**REVISED:** July 17, 1980

**REVISED:** September 9, 1999

**REVISED:** November 6, 2008

**ADDITIONAL INFORMATION:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

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.

Employees shall receive a minimum of twenty-four (24) hours of in-service training on an annual basis once appointed.