

## BUILDING AND PLUMBING INSPECTOR

Code No.: 3-02-004

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position in a Town, responsible for reviewing and approving all plans and specifications submitted with applications for local building and plumbing permits. Responsibilities also include inspecting both existing buildings and those under construction, including all plumbing installations. Work further involves enforcing the provisions of local building and plumbing codes, zoning ordinances, and the New York State Multiple Residence Law. The employee reports directly to and works under the general direction of the Town Supervisor. General supervision may be 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.)

Supervises the operation of the local building and plumbing department;

Reviews, checks, and approves 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 of local and state law;

Inspects plumbing installations to see that work is being carried out in accordance with approved plans, specifications and applicable State and local codes;

Issues building and plumbing permits and furnishes the prescribed certificates of occupancy upon application; obtains permits from other governmental units;

Explains the requirements of the local building and plumbing codes, the local zoning ordinance and the New York State Multiple Residence Law to building and plumbing contractors and to the general public;

Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;

Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;

Inspects existing buildings and structures to insure their conformity with safety standards;

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

Maintains records of acts and decisions;

Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated cost of work covered for such permits for presentation to the local governing body;

Investigates and processes applications for zoning variances.

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

Thorough knowledge of modern practices, principles, materials, and tools used in building construction and plumbing installation; thorough knowledge of the requirements of the local building and plumbing codes and zoning ordinances; good knowledge of the New York State Multiple Residence Law; good knowledge of the building trades; working knowledge of the principles of engineering and architecture; ability to conduct field inspections; ability to communicate well orally and in writing; ability to establish and maintain cooperative relationships with other public officials, building contractors, plumbing contractors, and the general public; ability to read and interpret plans and specifications; ability to maintain records of acts and decisions; ability to prepare periodic written and statistical reports; supervisory ability; honesty; thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Five (5) years of full time or its part-time equivalent paid experience in building construction or building inspection involving plumbing facilities or plumbing installation and repair; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil, Construction, Architectural Technology, or Building Technology or a field of study closely related to these disciplines, plus three (3) years of full-time or its part-time equivalent paid experience in building construction or building inspection involving plumbing facilities or plumbing installation and repair; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Where the minimum educational requirement is not fully met, additional appropriate work experience may be substituted on a year-for-year basis for general work experience.

**SPECIAL REQUIREMENTS:** Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**REVISED:** May 3, 1984

**REVISED:** November 3, 2005