

## **BUILDING DEPARTMENT INSPECTION AIDE**

Code No.: 6-02-015  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry level position in a Town Building Department responsible for the initial screening and categorizing of applications for various permits issued through the Building Department. Duties involve conducting field inspections in well-defined, routine and non-technical areas, and issuing permits for routine applications under well-defined guidelines. This position differs from other building inspector positions by virtue of having a lower level of responsibility and decision making ability. The employee reports directly to, and works under the general supervision of a Building 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.)

Reviews building, plumbing, and other permit applications for completeness of information and general compliance with codes and regulations;

Refers applications of a complex or sensitive nature or with unusual or substantial non-compliance problems to appropriate inspection staff;

Explains local ordinance, code and permit application procedures to the public;

Advises Building Inspector of status of plans relating to construction, demolition and related areas in order for permits to be granted;

Advises applicants on the routine adjustments necessary to receive permit approval;

Issues permits or denials in well-defined situations, as authorized;

Assists in field inspections for well-defined, non-technical enforcement matters;

Assists in department record maintenance activities;

Processes citizen complaints and inspection requests by responding to those in well-defined areas and referring more complex and sensitive ones to inspection staff;

Assists the Building Inspector in research of zoning code cases and routine construction inspections.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern practices, principles, materials and tools used in building construction, remodeling and plumbing installation; good knowledge of the requirements of the local building code and zoning ordinance; ability to read and interpret uncomplicated working plans, drawings and specifications; ability to apply the local codes and ordinances in routine situations; ability to establish rapport with the general public; ability to communicate orally and in writing; ability to maintain records and prepare reports; ability to conduct field inspections; ability to be firm in decisions under pressure; 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) Satisfactory completion of eight (8) college level courses in the field of building construction, building technology, architecture, civil engineering or similar discipline; OR,

- (B) One (1) year paid full-time or its part-time equivalent experience in building construction, building inspection or plumbing installation work, which shall have included the use and application of building plans and specifications; OR,
- (C) Three (3) years paid full-time or its part-time equivalent experience in a responsible clerical position in a Town Building Department, which shall have included the interpretation of the building code and zoning ordinance and the reading and interpretation of uncomplicated working plans, drawings and specifications; OR,
- (D) Possession of a current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program\*; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

NOTE: College level courses in mathematics, physical science and drafting may be considered in meeting the course requirements for (A).

\*Candidates qualifying under section (D) must submit a copy of the Certificate at the time of application.

**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.

Monroe County Civil Service Commission

**ADOPTED:** September 3, 1982

**REVISED:** August 9, 1984

**REVISED:** August 8, 2019