

BUILDING INSPECTOR AND ANIMAL CONTROL OFFICER

Code No. 6-02-006

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for planning, directing and supervising the activities of the Building Department in a town or village. The Building Inspector performs and supervises Assistant Building Inspectors in the inspection of buildings, issuance of building permits, and enforcement of State and municipal building and fire codes. Duties also involve the control and protection of common domestic animals and nuisance wildlife, protection of persons, property, and domestic animals from animal attack and damage, and the initiation of court action for violations of the Agricultural and Market Law. The employee reports directly to, and works under the general supervision of, a Town Supervisor, Village Mayor or Administrator, or other higher-level staff member, with wide leeway allowed in the exercise of independent judgement. General supervision is exercised over clerical and technical personnel. 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 plans and specifications for compliance with building and fire codes, zoning ordinances, code compliance, fire safety, and applicable laws;

Conducts periodic inspections of existing structures for conformance to New York State Uniform Fire Prevention and Building Code, investigates complaints, and cites violations and orders remedies;

Inspects buildings and structures under construction, renovation or repair, for conformance with previously approved plans and specifications and structural well-being, and provides for removal or correction of illegal or unsafe construction;

Issues building permits and furnishes certificates of occupancy, certificates of compliance, stop work orders, and issues condemnation notices for unsafe structures;

Provides for removal or correction of illegal or unsafe construction, and secures necessary safeguards;

Issues condemnation notices for unsafe structures;

Cites violations and orders remedies, assists with the prosecution of violations of building and fire codes, zoning ordinances, fire detection and suppression measures, and maintains related records;

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

Inspects plumbing;

Attends and participates in meetings of the town board, planning board, zoning board, and/or other boards and agencies handling matters of planning and zoning, and related problems and provides code interpretations;

Coordinates required training of planning and zoning board members;

Performs animal control activities including receiving and responding to complaints regarding domestic animals and wildlife, reporting suspected cases of animal cruelty to the Humane Society of Rochester and Monroe County, investigating related violations, and handling and transporting common animal and nuisance wildlife;

Initiates court action in the prosecution of violators of state and local regulations regarding domestic animals, and testifies in court;

Works with a variety of outside agencies regarding unsafe building conditions, concerns, and violations

including, but not limited to, the New York State Department of Environmental Conservation (DEC), the Occupational Health and Safety Administration (OSHA), and the Rochester Housing Authority;

Maintains records of operations and decisions of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the requirements of local building and fire codes and zoning ordinances including the New York State Uniform Fire Prevention and Building Code; good knowledge of applicable building trades as related to building/fire inspection; good knowledge of modern practices, principles, materials and equipment used in building construction as it relates to building inspection activities; good knowledge of basic principles of engineering and architecture as they relate to building/fire inspection activities; good knowledge of New York State Agricultural and Markets Law and other state and local rules, regulations and ordinances regarding the control, seizing, impounding, and disposition of common domestic animals, strays, dangerous animals, and nuisance wildlife; good knowledge of the care, feeding and behavior of common domestic animals and nuisance wildlife, particularly those injured or posing a significant risk to public health and safety; working knowledge of fire alarm and sprinkler codes; ability to read and apply the New York State Building Construction Code; ability to read and apply New York State Energy Conservation Construction Code; ability to read and interpret working plans, drawings and specifications; ability to recognize fire hazards and code violations; ability to identify common species of domestic animals and nuisance wildlife, particularly under dangerous and stressful conditions; ability to develop reports and maintain records; ability to plan, assign, and evaluate the work of a subordinate staff; ability to establish and maintain effective relationships with public officials, building contractors, and the general public; 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) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Engineering, Architecture, Mechanical Technology, Construction Technology, Building Inspection Technology, Building Technology, or a closely related field plus one (1) year of paid full-time or its part-time equivalent experience in one of the building trades that involves the use and application of building plans and specifications, or the design of buildings, or the inspection of buildings for safety and compliance codes, or as a building contractor; OR,
- (B) Three (3) years of paid full-time or its part-time equivalent experience as described in (A) above; 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; OR,
- (D) An equivalent combination of education and experience as defined by the limits above.

SPECIAL REQUIREMENTS:

Possession of a New York State Nuisance Wildlife Control License is required at the time of appointment.

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 job.

ADOPTED: August 5, 2010

ADDITIONAL INFORMATION: Employees not qualifying under option (C) above must successfully complete all required courses of the New York State Code Enforcement Program within the required time specified by the New York State Department of State, once appointed.