

SUPERINTENDENT OF BUILDINGS/BUILDING INSPECTOR

Code No.: 3-11-089

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible managerial position in which the employee administers the building maintenance operations and supervises the building inspection activities for a Town. The employee exercises direct supervision over building maintenance and building inspection personnel. The employee works under general direction from the Town Supervisor. 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 all Town building maintenance operations;

Supervises all Town building inspection activities;

Maintains fixed asset contract, purchase and personnel records;

Negotiates all service contracts for maintenance and repairs;

Serves as staff assistant to Town Board and various Board Committees;

Participates in pre-construction meetings with developers prior to the onset of construction;

Processes developers engineer change requests from approved plans;

Analyzes requests from Town departments seeking community grant money;

Attends and participates in professional organization meetings;

Attends and participates in Town Board meetings;

Performs inspections on buildings suspected of serious code violations;

Inspects structures and Town dedicated utilities and facilities as necessary;

Enforces building and zoning ordinances of the Town;

Issues certificates of occupancy;

Reviews and issues building permits;

Reviews inspection reports;

Reports monthly on building department and building maintenance activities;

Formulates and monitors department budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of building maintenance operations and repair; thorough knowledge of modern practices, principles, materials and equipment used in building construction; thorough knowledge of the requirements of local building codes and zoning ordinances; good knowledge of custodial practices and of the equipment and materials used to maintain and clean buildings; good knowledge of basic principles of engineering and architecture; working knowledge of the engineering principles involved in building utilities, such as heating and ventilating; ability to train employees and to inspect work performed; administrative ability; ability to motivate employees and instill a spirit of cooperation among the staff; ability to prepare and formulate a budget; ability to keep accurate records; ability to maintain liaison with various services; 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 maintain records and prepare reports; 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; reliability; dependability; initiative; thoroughness; integrity; 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) Seven (7) years of experience in building maintenance, building inspection, or as a skilled workman in one of the building trades, two (2) years of which shall have been in a responsible supervisory capacity; OR

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Construction Technology, Electrical Engineering, Mechanical Engineering, or a closely related field, plus five (5) years of experience as described in (A) above, two (2) years of which shall have been in a responsible supervisory capacity; OR,

(C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering, Electrical Engineering, Mechanical Engineering, or closely related field, plus three (3) years of experience as described in (A) above, two (2) years of which shall have been in a responsible supervisory capacity.

SPECIAL REQUIREMENT: Possession of a Class V driver's license at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: 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.

ADOPTED: August 4, 1988