

ASSISTANT BUILDING AND PLUMBING INSPECTOR TRAINEE

Code No: 6-01-050
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a training position in a Town or Village responsible for working with an Assistant Building and Plumbing Inspector and other professional member of the community in plan review, site inspections, and interpretation and enforcement of the New York State Building and Fire Prevention Code and local laws and ordinances. Upon successful completion of a two year period as a trainee, the incumbent may become an Assistant Building and Plumbing Inspector without further examination. The incumbent reports directly to and works under the general supervision of an Assistant Building and Plumbing Inspector. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Works directly with the public receiving applications for various permits, reviewing applications and supporting documentation, and making recommendations and issuing permits;

Attends and represents the Building Department at various meetings of the Planning Board, Zoning Board and Development Review Committee to learn processes and issues related to land use, planning and zoning ordinance;

Works with Assistant Building and Plumbing Inspector in reviewing, understanding, interpreting and applying Title 9 New York State Codes, Rules and Regulations and other jurisdictional codes and regulations;

Assists Fire Marshal in reviewing plans and conducting field inspections for compliance with state and local fire prevention and safety codes;

Participates in formal training sessions offered by state agencies or private organizations on issues of code interpretation, construction, plumbing, electrical systems and/or heating and ventilation;

Conducts field inspections with Assistant Building and Plumbing Inspector and/or independently, or works with a construction contractor in the community on new construction or renovations to learn construction methods and terminology;

Assists Code Compliance Inspector in conducting field inspections and interpreting and applying the property maintenance code, and conducts code compliance inspections.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern practices, principles, material and tools used in building construction and plumbing installation; working knowledge of the requirements of the local building code and zoning ordinances and the New York State Building and Fire Prevention Code; ability to learn basic principles of engineering and architecture; ability to communicate effectively; ability to establish and maintain effective professional relationships with public officials, contractors, design professionals and the general public; ability to learn and to read plans and specifications; thoroughness; tact; good judgment; willingness to work out of doors; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; PLUS:

- (A) Two (2) years of paid full-time or its part-time equivalent experience as a Building Inspector Aide or Code Compliance Aide; OR,
- (B) Two (2) years of paid full-time or its part-time equivalent experience in a clerical position in a Building Department dealing with records maintenance and retention, issuing of permits, and scheduling of site inspections; OR,
- (C) Two (2) years of paid full-time or its part-time equivalent experience in support of a town's building permitting and inspection process for both new and existing buildings or construction inspection; OR,
- (D) Any equivalent combination of training and experience as described by the limits of (A), (B), and (C) above.

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: May 9, 1996