

## ASSISTANT BUILDING AND CODE COMPLIANCE INSPECTOR

Code No: 4-14-169

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position in a town or village which involves inspecting buildings, issuing building permits, and enforcing state and municipal building codes, as well as investigating reported violations of codes pertaining to land and property use. The employee reports directly to and works under the general supervision of a higher ranking official. 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):

Inspects reported violations of the town codes and ordinances;

Makes on-site inspections to verify complaints and to enforce the Town and State codes to builders or contractors;

Issues warning letters or court appearance summons to violators;

Inspects building construction and material to ensure compliance with State and Town regulations;

Makes recommendations to the Director of Planning, Zoning and Physical Services or Building Inspector for appropriate course of action on petitions and applications filed;

Makes recommendations to the builders or contractors to comply with Town and State codes or regulations;

Prepares written reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods, practices and materials involved in building construction; good knowledge of the New York State Building Code, Multiple Residency Law, and local codes and ordinances; working knowledge of the methods, practices and procedures involved in zoning, community planning and code compliance; ability to write reports; ability to conduct inspections of buildings under construction; ability to read blue prints; ability to explain town codes to residents; ability to establish and maintain effective relationships with public officials, building contractors, and the general public; good judgment; attention to detail; willingness to work outdoors; 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) Three (3) years full time or its part time equivalent paid experience in building

construction, building inspection, or one of the building trades; OR,

- (B) Graduation from a regionally accredited or New York State register college or university with an Associate's degree or completion of a minimum of sixty (60) semester credit hours with major work in civil engineering, construction technology or architecture, plus one (1) year of experience as described in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: Possession of a valid New York State Class \*D\* driver's license at the 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: May 19, 1994