

ASSISTANT BUILDING AND SANITARY INSPECTOR - PART TIME

Code No: 6-01-033
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving the approval of building and developmental construction plans, the inspection of construction in progress, and the overseeing of all building sanitary system installations in a town, in order to ensure conformance with town ordinances, and other state and local codes and laws. The work is performed on a part-time basis with or in the absence of the Building and Sanitary Inspector, under the general supervision of the Building and Sanitary Inspector. Supervision of others is not a responsibility of this class. 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.)

Receives building applications, examines and approves plans and issues permits;

Accounts for fees collected and maintains files of plans approved and permits issued;

Inspects work in progress during setting of foundation, framing and final construction;

Inspects sanitary sewer system installations to determine conformance with Monroe County Department of Public Health recommendations;

Investigates complaints regarding zoning, set-back, dangerous construction, and safety measures employed on the job;

Issues permits for removal, demolition and alterations of existing buildings;

Informs Town Engineer of any problems relative to inspections or approvals;

Oversees installations of sanitary sewer systems, in cooperation with Health Department officials;

Makes recommendations to architects and contractors regarding altering building plans to meet established standards;

Prepares progress reports and yearly reports of types and cost of construction within the town's jurisdiction.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the practices, principles, tools, and materials used in building construction and sanitary sewer installation; working knowledge of state and local building codes; working knowledge of the New York State Multiple Residence Law; working knowledge of the recommendations of the Monroe County Department of Public Health regarding

septic tank systems styles and sizes; working knowledge of the principles of engineering and architecture; ability to read and interpret plans, blueprints and specifications; ability to establish and maintain effective professional relationships with contractors, home owners, and town and county officials; thoroughness; good observation; good judgement; 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) Five (5) years experience in building construction or inspection work, OR;

(B) Possession of a current New York State Code Enforcement Certification.

SPECIAL REQUIREMENTS: Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

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: December 20, 1979

REVISED: July 13, 1995