

ASSISTANT BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Building Inspector or the head of the building department, the incumbent of this position assists in reviewing plans and specifications submitted with building permit applications and inspects existing buildings and structures, new building construction and building repairs enforcing the provisions of the local building code, the zoning and plumbing ordinances and the Multiple Residence Law. Employees in this class are not responsible for the examination of plans for the inspection of construction involving the use of reinforced concrete or structural steel, but may be required to perform routine inspection duties in connection with structural members. Supervision may be exercised over a small number of clerical assistants. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews building plans and specifications submitted in connection with building permit applications;

Reviews applications for building permits required by local ordinances;

Reports violations of the building code, zoning and plumbing ordinances and Multiple Residence Law to the Building Inspector for proper action;

Explains the requirements of the local building code, the local zoning and plumbing ordinances and the New York State Multiple Residence Law and other applicable laws to the building contractors and to the general public;

Inspects buildings and structures in the process of construction or repair for compliance with all requirements of applicable ordinances and laws;

Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;

Inspects existing buildings and structures to insure their conformity with safety standards;

Investigates complaints and assists in prosecuting violations of the building code and zoning ordinances;

Maintains records of decisions made and actions taken, as required;

Acts generally for and on behalf of the Building Inspector in his/her absence;

May prepare periodic reports, as required;

May, at the discretion of the supervisor, review plans and specifications for buildings and structures for compliance with the Uniform Fire Prevention and Building Code, zoning and local ordinances and the Multiple Residence Law, and approve or disapprove building permit applications and certificates of occupancy;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern practices, principles, materials, tools, techniques, and terminology used in building construction; good knowledge of inspection practices and techniques; good knowledge of the building trades; good knowledge of the requirements of the local building codes, zoning ordinances, plumbing ordinances, and the New York State Multiple Residence Law; ability to read and interpret plans and specifications; ability to establish and maintain cooperative relationships with public officials, building contractors and the general public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to prepare reports and maintain records; ability to understand and carry out oral and written instructions; ability to be firm but courteous; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; integrity; thoroughness; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school graduation or possession of a high school equivalency diploma and either:

(a) three (3) years of on-site building construction experience and/or investigative work to enforce codes and ordinances specifically related to the construction and safety of building structures, including or supplemented by one (1) year as either a general foreman (including on-site building construction, inspection or supervision) or a sub-contractor or foreman for a major construction trade such as carpentry, plumbing, electrical, or heating and ventilation; or

(b) Bachelor's degree* in Engineering, Architecture or related field of study applicable to building construction.

SUBSTITUTION: An Associate's Degree* in Civil Technology; Building Construction Technology; Construction Management; Engineering Science or related field may be substituted for up to two (2) years of the general experience described in (a). There is no substitution for the one (1) year of specialized experience described in (a).

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

1. Effective January 1, 2015, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and/or New York State Energy Conservation Construction Code shall be required to complete the code enforcement official basic training program as outlined in Title 19 of New York Codes, Rules and Regulations (NYCRR), Part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c), within the shorter of eighteen (18) months after the date of initial appointment or eighteen (18) months after the date of first attendance at a course included in the basic training program, or have obtained certification pursuant to the provisions of Section 1208-5.4. In addition, they are required to maintain active code enforcement official certification on an annual basis by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208-3.4. It is the responsibility of the appointing authority to ensure that employees who have been certified as code enforcement officials maintain their certification on an annual basis pursuant to these sections throughout the duration of their employment.

2. This position is a public officer position and as such, must meet the requirements of the Public Officer's Law, including residency. Incumbents must be a New York State resident at time of appointment, and may also be required to meet local jurisdictional requirements regarding residency.

3. Possession of a valid license to operate a motor vehicle in New York State at time of appointment.