

BUILDING INSPECTOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, incumbents in this class receive on-the-job training, accompanied by an employee certified to enforce New York State Uniform Fire Prevention and Building Code, performing limited duties inspecting all buildings, other than those specifically exempted by ordinances or resolution, both erected and under construction and/or repair, for compliance with approved plans and specifications, the local building code, the zoning and plumbing ordinances and the multiple residence law, and related enforcement. The term of the trainee appointment may not exceed 18 months, during which time the incumbent is 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). A person who has commenced, but not completed, the code enforcement official inspector basic training program may, during such person's basic training period, perform code enforcement official enforcement activities on behalf of the local agency if so designated and authorized by the appointing authority. Upon satisfactory completion of the traineeship and the basic training courses within the prescribed time frame, incumbents are advanced to the Building Inspector level without further examination. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs entry-level inspection of buildings and structures in the process of construction and/or repair for compliance with approved plans and specifications and all requirements of applicable laws and ordinances under close and continuing supervision while undergoing on-the-job training;

May, if authorized and designated by the appointing authority, perform code enforcement official enforcement activities on behalf of the local government agency during the basic training period;

Assists in the review and approval of plans and specifications submitted with building permit applications for compliance with the building codes, zoning and plumbing ordinances and applicable laws prior to issuing permits;

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 ordinances to building contractors and to the public;

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

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

May prepare periodic reports, as required;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of basic inspection techniques; thorough knowledge of modern practices, principles, materials, tools used in building construction and plumbing installation; thorough knowledge of the requirements of the local building code and zoning and plumbing ordinance; good knowledge of the New York State multiple residence law; good knowledge of the building trades; ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public; ability to read and interpret plans and specifications; ability to prepare reports and maintain records; ability to be firm but courteous; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; honesty; 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) six (6) 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 contractor (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 and two (2) years of experience in the design, construction or supervision of the construction of buildings.

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); a Bachelor's Degree* in Civil Technology; Building Construction Technology; Construction Management; Engineering Science or related field may be substituted for up to four (4) years of the general experience described in (a). However, for both options, 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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.