

BUILDING INSPECTOR-FACILITIES MANAGER
(VILLAGE OF TUCKAHOE)

GENERAL STATEMENT OF DUTIES: Inspects new building construction, building repairs and existing buildings and enforces the provisions of the local building and zoning ordinance and the Multiple Residence Law; oversees general maintenance and operations of all Village owned or managed buildings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Village Mayor, an incumbent of this position reviews plans and specifications submitted with building permit applications and inspects plans and specifications, the local build code, the zoning ordinance 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. In addition to inspection duties, the incumbent is responsible for the supervision of the daily operations of Village owned properties including the oversight of contract maintenance personnel, servicing and maintenance of all building mechanical and/or communications systems, operating equipment, and the general basic repair of buildings. Village facilities include a Community Center, Library and Village Hall, which has leased spaced to business tenants. Supervision is exercised over Village employees assigned to the Building Department and building maintenance/repair tasks.

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;

Responds to violations of the building code, zoning ordinance and Multiple Residence Law;

Explains the requirements of the local building code, the local zoning ordinance 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 prosecutes violations of the building code and zoning ordinances;

EXAMPLES OF WORK: (Illustrative Only)

Prepares bid specifications for building services and reviews bid applications to ensure compliance with specifications;

Oversees the work of contractors for building services/maintenance and inspects work done to ensure compliance with contracts;

Makes periodic inspections of maintenance activities to see that they are being performed according to best practice;

Receives and investigates tenant complaints and responds accordingly;

Plans, schedules, and supervises alterations, repair and maintenance projects to Village buildings;

Requisitions new equipment and orders maintenance supplies;

Ensures compliance with all local, State and Federal regulations;

Supervises Village employees assigned to the Building Department and building maintenance/repair tasks;

Keeps records and makes reports as required;

May make small repairs, i.e., change light bulbs, repair locks, lubricate equipment, etc..

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of the building trades; good knowledge of the requirements of the municipal building codes and zoning ordinance, and the New York State Multiple Residence Law; ability to establish priorities in the maintenance and/or repair of buildings and their operating systems; ability to plan and supervise all phases of building maintenance and/or repair; ability to establish and maintain cooperative relationships with other public officials, building contractors and the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; tact; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and six (6) years of experience supervising the construction of buildings as a building contractor, construction superintendent or construction foreman; or (b) graduation from a recognized college with a Bachelor's Degree in Engineering or Architecture and two (2) years of experience in design, construction or supervision of the construction of buildings; or (c) a satisfactory equivalent combination of the foregoing training and experience.

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NOTE: Experience as a qualified Municipal Building Inspector or Assistant Building Inspector may be substituted for an equivalent amount of the above-required experience.

SPECIAL NOTE: Effective January 1, 1985, code enforcement personnel who are charged with enforcement of the New York State Uniform Fire Prevention and Building code and who commence employment on or after that date shall be required to complete the prescribed minimum basic code enforcement training course.

NOTE: Depending upon the scope of authority vested in this position by the appointing jurisdiction, appointees may be required to meet the requirements of the Public Officers Law.