

BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the review and approval of plans and specification submitted with applications for building permits. The Building Inspector also inspects existing structures and structures under construction to ensure that the work is being done in accordance with approved plans and specification and in compliance with local and State building codes. Duties are performed under the general direction of Senior Building Inspector or Mayor with considerable latitude permitted for the exercise of independent judgment in carrying out assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews and approves all plans and specifications submitted with permit applications for compliance to building codes and regulations;
Issues building permits;
Issues certificates of occupancy for multiple dwellings when buildings meet all necessary requirements;
Inspects structures under construction or repair for adherence to plans, specifications, codes and ordinances;
Explains the requirements of the State Building Code, the Energy Conservation Code and Village Zoning Ordinances;
Oversees the correction of unsafe conditions and ensures that necessary safeguards are taken during construction;
Orders that unsafe conditions in existing structures be removed and arranges for the issuance of condemnation notices to owners' hazardous structures;
Investigates complaints and assists in the prosecution of violators of codes and ordinances;
Maintains records and prepares required reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern building techniques, materials and tools; good knowledge of State and local building codes and ordinances; ability to read and understand plans and specifications; clerical ability; ability to inspect structures to determine their condition; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Civil Technology, Engineering or Architecture or related field; Or
- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Civil Technology, Engineering or Architectural Technology and two years experience as a building contractor, journey level trades worker, assistant building inspector or in the design of building construction; Or

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- C. Graduation from high school or possession of a GED and four years of experience as defined in (B) above; Or
- D. An equivalent combination of training and experience as within the limits of (A), (B), and (C) above.

Resolution 87-189
Revised 11/23/87

CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting town or village officials in the identification and correction of violations of State and local building codes, town zoning laws and ordinances, fire prevention codes and other pertinent laws. Duties are performed under the general direction of the Town Supervisor or the Town or Village Board with considerable latitude permitted for the exercise of independent judgment in carrying out assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews and approves all plans and specifications submitted with permit applications for compliance to building, zoning codes, and fire prevention codes and regulations;
Issues building permits and certificates of occupancy when meeting all necessary requirements;

Explains the requirements of the State building code, the local building code, fire prevention codes and the local zoning ordinances;

Oversees the correction of unsafe conditions and insures that necessary safeguards are taken during construction;

Investigates complaints and assists in the prosecution of violators of codes and ordinances;

Testifies in court as a representative of the town in cases involving code or ordinance violations;

Gathers data for and maintains a variety of related records and prepares required reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern building techniques, materials and tools; good knowledge of State and local building codes, fire prevention codes and zoning ordinances; ability to read and understand plans and specifications; ability to recognize fire hazards; ability to maintain harmonious relations with elected officials and the general public; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a GED.

- A. Possession of an Associates Degree with specialization in civil engineering, construction, technology or a related field, and one year of full-time paid experience in building construction work; OR
- B. Satisfactory completion of 60 semester hours at an approved four-year college or university in a program leading to a Bachelor's Degree in civil engineering, construction technology, or a related field, and one year of full-time paid experience in building construction work; OR
- C. Three (3) years of full-time paid experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades.

Experience as a qualified building inspector can be submitted for an equivalent amount of the above required experience.

SPECIAL REQUIREMENTS: Candidates for appointment in this class will be required to complete mandated training as required by the Department of the State.

Po Resolution 89-79
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Revised 2/11/03
Revised 3/25/03