

ASSISTANT BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Reviews plans and specifications and inspects structures either erected or under construction or repair for compliance with the local building code, zoning and related ordinances and applicable portions of the New York State Uniform Fire Prevention and Building Code (Uniform Code). Work is performed under the general direction of a Building Inspector or Deputy Building Inspector. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews, checks and may pass on plans and specifications submitted with building permit applications for compliance with the building code, zoning ordinance and applicable laws prior to issuance of permits;

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

Explains, as needed, the requirements of the local building code, local zoning and related ordinances and applicable portions of the Uniform Code and other laws;

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

Orders unsafe conditions in existing structures to be removed;

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

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

Maintains records of decisions made and actions taken;

May prepare periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated costs of work covered by such permits;

May arrange for condemnation notices to owners and builders of improper or hazardous structures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of inspection practices and techniques; good knowledge of the requirements of local building and zoning codes and ordinances as well as applicable portions of the New York State Uniform Fire Prevention and Building Code (Uniform Code); ability to establish and maintain cooperative relationships with public officials, building contractors and the general public; ability to read and interpret plans and specifications.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and either:

- a. Three (3) years of on-site building construction experience in any work directly involved in the construction process; or
- b. Two (2) years of full-time technical or trade school training in building construction; or
- c. A Bachelor's or higher degree in architecture, engineering or other course of study applicable to building construction; or
- d. Any equivalent combination of the above training and experience.

(over)

NOTE: Additional years of the above experience or apprenticeship training may be substituted for schooling on a year-for-year basis.

SPECIAL REQUIREMENTS:

1. It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in the New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall complete the prescribed minimum basic code enforcement training within the applicable period established under that Part as well as required annual in-service training.
2. Possession of a valid driver's license appropriate for the vehicle to be operated.