

## **ASSISTANT BUILDING INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical work involving the responsibility for assisting in the review of plans and specifications and conducting inspections of new, existing or renovated structures for compliance with the local building codes, zoning regulations and relevant ordinances as well as applicable sections of the New York State Uniform Fire Prevention and Building Code (Uniform Code). The work is performed under the general supervision of a Building Inspector, Deputy Building Inspector or a higher-level administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts preliminary review of plans and specifications to verify adherence to building codes, zoning laws and other applicable regulations prior to permit approval;  
Conducts inspections of buildings and structures under construction or repair to ensure compliance with approved plans, specifications, codes and applicable laws;  
Provides clarification and guidance on local building codes, zoning ordinances and relevant sections of the Uniform Code and applicable laws;  
Identifies and facilitates the correction of illegal or hazardous construction conditions and ensures appropriate safety measures are implemented during construction;  
Inspects existing buildings and structures to verify compliance with safety regulations and applicable ordinances and laws and issues orders for the removal of hazardous or unsafe conditions;  
Conducts investigations into alleged violations of building codes, zoning ordinances and the Uniform Code;  
Prepares and updates records related to inspection and enforcement actions;  
Attends work-related seminars and training sessions, including state-mandated courses;  
Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;  
May prepare reports of approved building projects, permits issued, associated fees and construction cost estimates;  
May coordinate the issuance of official notices regarding unsafe or non-compliant structures to property owners or contractors.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of current 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; ability to maintain records and prepare reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

### **MINIMUM QUALIFICATIONS:**

1. Graduation from high school or possession of an equivalency diploma and four (4) years of experience in building construction, building design and/or performing inspections of residential and/or commercial occupancies for compliance with building, zoning and/or fire codes; or

(over)

2. An Associate's degree in Architecture, Building Construction, Engineering or comparable degree or a certificate from a vocational school in Building Construction or related field and two (2) years of experience in building construction, building design and/or performing inspections of residential and/or commercial occupancies for compliance with building, zoning and/or fire codes; or
3. A Bachelor's degree or higher in Architecture, Building Construction, Engineering or comparable degree.

**NOTE:** Additional years of the above experience 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.

R.C.D.P. (05.03.2019) 07.28.2025

Competitive

(Assistant Building Inspectors (PT) are Non-competitive in Any Town or Village Where the Positions are Established)

03.13.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.