

**DEPARTMENT:** ALL  
**CLASSIFICATION:** COMPETITIVE FULL-TIME NON-COMPETITIVE PART-TIME FOR TOWNS/VILLAGES  
**APPROVED:** JULY 29, 2021

### **BUILDING INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Makes inspections of the repair and construction of buildings for compliance with the requirements of state and municipal building codes and enforces ordinances assigned. The work involves responsibility for the review and approval of plans and specifications submitted with applications for building permits and for the inspection of buildings in compliance with building laws and rules. The incumbent also swears out warrants for enforcement of ordinance and/or zoning violations assigned to this position. The position entails a high degree of responsibility since errors in judgment might endanger the lives and property of the town's inhabitants. When assigned, the incumbent may be designated as the municipal Stormwater Management Officer; however, this is an incidental portion of the job as it relates to enforcing the municipality's zoning laws with reference to stormwater management. The incumbent may serve as a department head for a municipality. Does related work as required.

### **TYPICAL WORK ACTIVITIES (MAY VARY BASED ON ASSIGNED MUNICIPALITY):**

1. Reviews and approves plans and specifications submitted with permit applications for compliance with building codes and regulations;
2. Explains the requirements of the state and municipal building codes to contractors and the general public;
3. Interprets the zoning ordinance and issues all building permits and certificates of occupancy;
4. Inspects buildings in the process of construction in order to ascertain that code requirements for reinforced concrete, timber, structural steel, footings and wall sizes are met;
5. Inspects existing buildings and structures and notes general condition and safety for continued use;
6. Orders corrections and improvements;
7. Issues condemnation notices to owners and builders of improper or hazardous structures;
8. Investigates complaints and assists in prosecuting cases of violations of the building codes and other ordinances assigned;
9. Maintains records and issues reports of building and inspection activities;
10. When designated as municipal Stormwater Management Officer, performs the following:
  - a. Reviews municipal projects and construction plans for stormwater issues to ensure regulatory compliance;
  - b. Conducts and supervises field inspectors for compliance with stormwater requirements;
  - c. Investigates complaints and incidents of illicit discharge and water retention issues;
  - d. Documents municipality's compliance with stormwater management guidelines and prepares the annual report;

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

Thorough knowledge of modern practices, materials, and tools used in building construction; thorough knowledge of state and local building codes and ordinances; when assigned, working knowledge of the principals, practices and procedures of municipal stormwater management and of the laws, rules, regulations and procedures governing municipal stormwater management programs; 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 maintain records and prepare reports; firmness with courtesy; tact; sound professional judgment; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Candidates must meet one of the following-

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in mechanical or construction technology or closely related field and one (1) year of paid experience as a building contractor or in building construction activities; or journey level trades worker; or in the design of buildings; or in the inspection of buildings for safety and compliance codes; or in working with a fire fighting organization; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in mechanical or construction technology or closely related field and three (3) years of paid experience as a building contractor or in building construction activities; or journey level trades worker; or in the design of buildings; or in the inspection of buildings for safety and compliance codes; or in working with a fire fighting organization; **OR**
3. Graduation from high school or possession of an equivalency diploma and five (5) years of paid experience as a building contractor or in building construction activities; or journey level trades worker; or in the design of buildings; or in the inspection of buildings for safety and compliance codes; or in working with a fire fighting organization; **OR**
4. An equivalent combination of education and experience.

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## **BUILDING INSPECTOR CONTINUED**

### **NOTE FOR PART-TIME POSITIONS ONLY:**

Possession of a valid New York State Code Enforcement Officer certification may be used to waive the experience requirement.

**NOTE:** Part-time experience will be pro-rated towards meeting the experience requirements.

### **SPECIAL REQUIREMENT:**

Employees must complete the initial NYS required courses designed for building inspection and code enforcement personnel within eighteen (18) months of appointment and must complete annual in-service training to maintain certification.

### **SPECIAL REQUIREMENTS FOR TOWNS ONLY:** (Ref: MSD-CL-32-73 Public Officers Law Section 3)

1. U.S. Citizen;
2. Resident of municipality in which he/she serves with the exceptions of the Town of Cambria per Section 23.25 of Town Law and Section 3.59 of Public Officers Law and the Town of Wheatfield per Section 23.28 of Town Law and Section 3.62 of Public Officers Law.
3. Not been convicted of violation of the selective draft of the United States.

### **SPECIAL REQUIREMENT FOR THOSE ASSIGNED AS STORMWATER MANAGEMENT OFFICER:**

Candidates must be certified as either a Professional in Erosion and Sediment Control (CPESC) within one (1) year of appointment; **OR** as a Professional Engineer.

**SPECIAL NOTE FOR VILLAGES ONLY:** Village Law 4-404 defines Village Building Inspector as a Village Employee. The above special requirements for Public Officer would not apply. Village Law 4-406, 2(f) allows the Village Board the option of declaring the Village Building Inspector a Public Officer. If this option is used, the above Special Requirements for Public Officer would apply.