

ASSISTANT BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Building Inspector III in the inspection of the construction and repair of buildings and structures and enforces the provisions of the local building and zoning ordinance and the New York State Uniform Fire Prevention & Building Code. An Assistant Building Inspector is responsible for assisting the Building Inspector III in reviewing the passing on all plans and specifications submitted with applications for local building permits and for assisting with inspecting buildings both erected and under construction and repair for compliance with approved plans and specifications, the local building code, the zoning ordinance, and the New York State Uniform Fire Prevention & Building Code. This position is generally found in rural or sparsely populated municipalities. Employees in this class do not have responsibility for the construction involving the use of reinforced concrete or structural steel but may be required to perform routine inspection activities in connection with structural members. In instances where the approval of plans and specification and the inspection of structures of this type of construction is necessitated, a municipality should engage a licensed professional engineer or architect. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits;
Assists with the inspection of 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;
Issues building permits and furnishes the prescribed certificates of occupancy upon application;
Explains the requirements of the local building code, the local zoning ordinance, the New York State Uniform Fire Prevention & Building Code, and other applicable laws to building contractors and to the general public;
Provides for the removal of illegal and unsafe conditions and secures the necessary safeguards during construction;
Reports unsafe conditions in existing structures to the Building Inspector III to provide removal and assists with the arrangement for condemnation notices to owners and builders of improper or hazardous structures;
Inspects existing buildings and structures to insure their conformity with safety standards;
Reports complaints to the Building Inspector III and assists in prosecuting violations of the building code and zoning ordinance;
Maintains records of acts and decisions;
Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated costs of work covered by such permits for presentation to the local governing body.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of the local building code and the zoning code; good knowledge of the building trades; good knowledge of the principles of engineering and architecture; good knowledge of the New York State Uniform Fire Prevention & Building Code; 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 be firm but courteous; honesty; thoroughness; tact; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an associates degree in mechanical or construction technology or closely related field; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two years of experience as a building contractor, journey level trades worker, in the design of buildings or in the inspection of buildings for safety and compliance codes; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Experience as a qualified Municipal Building Inspector or Assistant Building Inspector can be submitted for an equivalent amount of the required experience.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Possession of a valid New York State Driver's License at the time of appointment.