

SENIOR BUILDING AND CODE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent supervises and participates in the inspection of buildings and structures both existing and under construction and/or repair. Supervision and participation is not performed in projects specifically exempted by ordinances or resolution, or those required to be performed by a licensed engineer or architect. The incumbent is responsible for enforcing the provisions of the New York State Uniform Fire Prevention and Building Code, local building and zoning ordinances, and the multiple residence laws. Under the general direction of a higher level employee, the Senior Building and Code Inspector is responsible for reviewing and passing on plans and specifications submitted with applications for local building permits. Supervision is exercised over the work of Building and Code Inspectors and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises, schedules and reviews work of the Building and Code Inspectors;

Reviews, checks and passes on plans and specifications submitted with building permit applications; ensures compliance with the building code, the zoning ordinance and applicable laws prior to issuing permits;

Furnishes the prescribed certificates of occupancy upon completion of project and submission of application;

Inspects buildings and structures in the process of construction or repair;

Ensures compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Interviews property owners, contractors, tenants and complainants to help determine the nature of code violations;

Investigates complaints and assists in prosecuting violations of the building code and zoning ordinance;

Conducts hearings and coordinates corrective action pertaining to violations of the New York State Fire and Building Code;

Explains the requirements of the local building code, the local zoning ordinance, the New York State Municipal Residence Law and other applicable laws to building contractors and to the general public;

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

Orders unsafe conditions in existing structures to be rectified and arranges for condemnation notices to owners and builders of improper or hazardous structures;

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

Attends and participates in pre-construction meetings;
Prepares a variety of reports relevant to building and code enforcement and maintains records of acts and decisions.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction and in plumbing installation;
Thorough knowledge of the requirements of the local building code, zoning code, laws and ordinances of the jurisdiction;
Thorough knowledge of the New York State Uniform Fire Prevention and Building Code;
Thorough knowledge of the principles and methods of fire prevention;
Good knowledge of the principles of engineering, architecture and building trades;
Good knowledge of the structural and mechanical components of buildings;
Good knowledge of the New York State Municipal Residence Law;
Working knowledge of electrical plans and wiring
Ability to establish and maintain cooperative relationships with other public officials, engineers, building contractors, plumbing contractors and with the general public;
Ability to plan and supervise the work of others;
Ability to communicate effectively both orally and in writing;
Ability to prepare various types of reports;
Skill in reading and interpreting building construction plans, blueprints and specifications and to recognize deviations from such plans in the actual construction;
Skill in recognizing instances of fire and safety violations and prescribing corrective measures;
Good powers of observation;
Detail oriented;
Honesty;
Thoroughness;
Tact;
Good judgment.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelors Degree in engineering, architecture or closely related field, and two years experience in building construction work or as a municipal building inspector or code enforcement officer; or

- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associates degree in engineering construction technology or related field and 4 years experience as indicated in a) above; or
- C) Graduation from high school or possession of an equivalency diploma and 6 years of experience in building construction work or as a municipal building inspector or code enforcement officer; or
- D) An equivalent combination of training and experience within the limits of A), B) and C) above.