

GENESEE COUNTY

BUILDING INSPECTOR (City of Batavia)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the local legislative body or an administrative officer, a Building Inspector is responsible for reviewing and passing on plans and specifications submitted with applications for local building permits, and for 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 multiple residence law. Employees in this class do not have responsibility for the examination of plans for the construction of, reinforced concrete or structural steel, but may be required to perform routine inspection activities in connection with structural members. Employees in this class will be responsible for developing skills and knowledge in plumbing inspection work in order to support the Plumbing Inspector and/or to perform some of the less technically required work of the Plumbing Inspector. These skills and knowledge will be developed on the job and as a result, work pertaining to these skills may be assigned on an as-needed basis by a higher level administrative officer. A Building Inspector may supervise a small number of technical or clerical assistants.

TYPICAL WORK ACTIVITIES:

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;

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 Multiple 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;

Makes occasional inspections of plumbing installations and enforces regulations of the Plumbing Code;

Conducts miscellaneous code enforcement inspections and takes appropriate action to obtain compliance with any section of the Municipal Code as directed by an administrative supervisor;

Investigates complaints, 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;

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TYPICAL WORK ACTIVITIES, Cont'd:

Under the supervision of City Engineer, may assist in surveys, measurements, inspections, drafting and office work related to municipal engineering and construction projects;

Makes inspections of residential buildings and takes action as required to obtain compliance with minimum Housing Standards in accordance with the Municipal Code;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Thorough 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; fundamental knowledge of the principles of engineering and architecture; good knowledge of the New York State Multiple Residence Law; 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; good judgment.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Bachelor's degree in Engineering, Architecture or a related field;

OR:

- B. Possession of an Associate's degree in Drafting or a related field AND two (2) years of experience in building construction work;

OR:

- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and four (4) years of experience in building construction work;

OR:

- D. Any equivalent combination of experience and training as defined by the limits of A, B or C above.

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EXPERIENCE AS A QUALIFIED MUNICIPAL BUILDING INSPECTOR OR ASSISTANT BUILDING INSPECTOR CAN BE SUBMITTED FOR AN EQUIVALENT AMOUNT OF THE REQUIRED EXPERIENCE.

SPECIAL NOTE: Candidates appointed will be required to successfully complete any mandated training as established by the Department of State for continued employment.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Revised	3/12/74
	12/29/83
	3/27/00
	6/21/00
	4/30/02
	11/17/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.