

## **GENESEE COUNTY**

### **BUILDING INSPECTOR**

**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 all plans and specifications submitted with applications for local building permits, and for inspecting buildings and other structures, both erected and under construction and code, the zoning ordinance and the multiple residence law. A Building Inspector may supervise a small number of technical or clerical assistants. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Reviews, checks and passes on plans and specifications submitted with building permit applications, for compliance with the building code, the zoning ordinance and applicable laws prior to issuing permits;  
Inspects buildings and structures during construction and after completion for compliance with the Building Code and any other applicable laws, rules, regulations or ordinances;  
Issues building permits and furnishes the prescribed certificates of occupancy upon application;  
Explains the requirements of the building code, the local zoning ordinance, 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;  
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.

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 building code and the zoning code; good knowledge of the building trades; fundamental knowledge of the principles of engineering and architecture; 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.

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### **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.

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

### **SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT**

Possession of an appropriate valid NYS Driver's License

**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 Full-Time

Non-Competitive Class Part-Time

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5/10/02

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.