

MUNICIPAL CODE ENFORCEMENT INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for enforcing the provisions of local building and zoning laws and the New York State Uniform Fire Prevention and Building Code under the direction of a higher level administrator. The incumbent acts for the municipality to which assigned in the enforcement of standards for new construction and for the condition, occupancy, maintenance, conservation, rehabilitation and renewal of existing building structures and premises. Work is performed under general supervision with leeway allowed for the exercise of independent judgment only as permitted. Direct supervision may be exercised over technical and clerical support staff.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Reviews and approves or disapproves plans and specifications for buildings and structures submitted with building permit applications for compliance with the Uniform Fire Prevention and Building Code, Zoning Ordinances and the Multiple Residence Law;
2. Inspects or assists in 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;
3. Inspects or assists in the inspection of existing buildings and structures to insure their conformity with safety standards;
4. Maintains records of acts and decisions;
5. Investigates complaints and assists in prosecuting violations of the Uniform Fire Prevention and Building Code, Zoning Ordinances, and Multiple Residence Law;
6. May explain the requirements of the Uniform Fire Prevention and Building Code, Zoning Ordinances and the Multiple Residence Law to building contractors and to the general public;
7. May issue permits and furnish prescribed certificates of occupancy upon application;
8. May provide for removal of illegal or unsafe conditions and secure the necessary safeguards during construction, including orders to remove unsafe conditions and arranges for condemnation notices to owners and builders of improper or hazardous structures;
9. Inspects or assists in the inspection of all buildings which contain a combustible or ignitable substance whether stored, available for sale, used for heating or cooking, or any other reason for compliance with the Uniform Fire Prevention and Building Code;
10. May give community presentations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the requirements of the local and New York State Fire Prevention and Building Code, and local zoning ordinances; good knowledge of modern practices, principles,

MUNICIPAL CODE ENFORCEMENT INSPECTOR (Cont'd)

materials and tools in building construction; good knowledge of the principles and practices governing the storage and distribution of combustibles; working knowledge of the New York State Multiple Residence Law; working knowledge of the building trades; ability to establish and maintain cooperative relationships with other public officials, with building contractors, plumbing contractors, and with the general public; ability to read and interpret plans and specifications; ability to prepare written and oral reports and maintain detailed records; ability to be firm but courteous; honesty; thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Associate's or higher-level degree in architecture, architectural technology, building construction technology, or engineering;
- OR: (B) Two (2) years paid full time work experience in the construction, revitalization, repair or inspection of residential, commercial, industrial or mixed use structures or their mechanical/structural support systems (i.e. heating, ventilation, air conditioning, structural framework);
- OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

NOTES:

1. Full time paid work experience as a qualified municipal building or plumbing inspector or as an assistant municipal building or plumbing inspector may be substituted for the above work experience on a year-to-year basis.
2. Only education gained at 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 is acceptable for purposes of qualification.
3. Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

SPECIAL REQUIREMENTS:

1. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application, and to maintain the position.
2. Pursuant to New York State Executive Law, candidates must successfully complete training as prescribed by the New York State Department of State Division of Building Standards and Codes. It is the responsibility of the appointing authority to ensure that employees shall complete the prescribed minimum basis code enforcement training within the applicable period established, as well as required annual in-service training. For further information on these requirements, visit <https://www.dos.ny.gov/dcea/>.

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