

## **DEPUTY BUILDING 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 the Building Inspector. The incumbent acts for and under the supervision of the Building Inspector in 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 the general supervision of the Building Inspector with leeway allowed for the exercise of independent judgment only as permitted by the Building Inspector. Direct supervision may be exercised over technical and clerical support staff.

### **TYPICAL WORK ACTIVITIES:**

1. Reviews and approves or disapproves plans and specification for buildings and structures submitted with building permit applications for compliance with the Uniform Fire Prevention and Building Code, zoning and plumbing 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. As deputy, acts for or in place of the Building Inspector in his or her absence;
4. Inspects or assists in the inspection of existing buildings and structures to insure their conformity with safety standards;
5. Maintains records of acts and decisions;
6. Investigates complaints and assists in prosecuting violations of the Uniform Fire Prevention and Building Code, zoning and plumbing ordinances, and the Multiple Residence Law;
7. May explain the requirements of the Uniform Fire Prevention and Building Code, zoning and plumbing ordinances and the Multiple Residence Law to building contractors and to the general public;
8. May at the discretion of the Building Inspector issue permits and furnish prescribed certificates of occupancy upon application;
9. May at the discretion of the Building Inspector 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;
10. 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;
11. Does related work as required.

**DEPUTY BUILDING INSPECTOR (Cont'd)**

**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, plumbing, and local zoning ordinances; good knowledge of modern practices, principles, materials and tools in building construction and in plumbing installation; 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:**

- EITHER:       (A)     Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in architecture, architectural technology, building construction technology, fire protection technology or engineering;
- OR:             (B)     Graduation from high school or possession of a high school equivalency diploma and two years work experience, or its part time equivalent, in the construction, revitalization, repair or inspection of residential, commercial, mixed use, or industrial 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.

**NOTE:** Full-time 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 or education requirement on a year-to-year basis.

**SPECIAL REQUIREMENTS:**

1. Pursuant to New York State Executive Law, candidates must successfully complete training as prescribed by the New York State Department of State, Division of Code Enforcement and Administration after initial appointment. 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.
2. Possession of a valid New York State Driver License at the time of appointment.

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ADOPTED:       03/22/73

REVISED:       10/03/78                   09/25/80                   05/09/85                   07/20/04