

BUILDING INSPECTOR II

DISTINGUISHING FEATURES OF THE CLASS:

Incumbents of this position would be responsible for reviewing and approving or disapproving all plans and specifications submitted with applications for local building permits and for inspecting buildings both erected and under construction or repair for compliance with approved plans and specifications, the Uniform Fire Prevention and Building Code, zoning and plumbing ordinances and the Multiple Residence Law. This position is either in charge of a building department, with supervising and administrative responsibilities or has administrative responsibility for all building inspection activities in a municipality. This class differs from that of Building Inspector I in that incumbents serve in municipalities with a population of 10,000 or more. The work is performed under the general supervision of the local legislative body or an administrative officer. Supervision may be exercised over technical and clerical support staff.

TYPICAL WORK ACTIVITIES:

1. Supervises the operation of the municipal building department or is responsible for all building inspection activities in a municipality;
2. Reviews and approves or disapproves plans and specifications submitted with building permit applications for compliance with the Uniform Fire Prevention and Building Code, zoning and plumbing ordinances, and the Multiple Residence Law;
3. Inspects buildings and structures in the process of construction or repair for compliance with the approved plans and specifications and all requirements of applicable ordinances and laws; reviews plan amendments submitted during construction;
4. Issues building permits and furnishes the prescribed certificates of occupancy upon application;
5. Explains 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;
6. Inspects existing buildings and structures to insure their conformity with safety standards;
7. Coordinates special and general reviews of plans and specifications, preparing written reports on discrepancies found in plans and communicates discrepancies to individuals responsible for the preparation of the plans; reviews corrections of discrepancies;
8. Routes plans and specifications to all departments and inspectors having responsibility for review of special aspects of the plans;
9. Orders unsafe conditions in existing buildings and structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;
10. Maintains records of acts and decisions and prepares periodic reports of buildings and structures erected or altered, permits issued, fees collected and estimated costs of work covered by such permits for presentation to the local legislative body or administrative officer;
11. Investigates complaints and assists in prosecuting violations of the Uniform Fire Prevention and Building Code, zoning and plumbing ordinances and the Multiple Residence Law;
12. May check permit applications for compliance with zoning ordinances including size requirements for land, size restrictions for signs and buildings, and the possible requirement of a zoning variance;
13. May inspect piping, traps, fixtures and drainage to see that the work is being carried out in accordance with approved plans and specifications and applicable ordinances and laws;
14. May investigate suspicious fires to determine cause and make out report;
15. Does related work as required.

BUILDING INSPECTOR II (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of basic inspection techniques;
Thorough knowledge of the structural, mechanical and electrical components of building construction and plumbing installation;
Thorough knowledge of the requirements of the Uniform Fire Prevention and Building Code, local plumbing code, and zoning ordinances;
Good knowledge of the New York State Multiple Residence Law;
Good knowledge of the building trades;
Good knowledge of the principles and practices governing the storage and distribution of combustibles;
Working knowledge of the principles of engineering and architecture;
Ability to prepare written reports and maintain records;
Ability to establish and maintain cooperative relationships with other public officials, building contractors, and with the general public;
Ability to read and interpret building plans and specifications;
Ability to communicate effectively both orally and in writing;
Ability to be firm but courteous;
Personal characteristics necessary to perform the duties of the position;
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 a Bachelor's degree in engineering, architecture or building science and two years of full-time work experience supervising the construction of buildings as a building contractor, construction superintendent or construction foreman;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and six years of full-time work experience supervising the construction of buildings as a building contractor, construction superintendent or construction foreman;
- OR: (C) An equivalent combination of training and experience indicated in (A) and (B) above.

NOTE: Full-time 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-for-year basis.

SPECIAL REQUIREMENTS:

1. Candidates must possess a valid driver's license at time of appointment.
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 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.

CE1203

ADOPTED: 09/17/80

REVISED: 05/09/85 10/16/92 12/31/92 03/16/98 07/21/04