

VILLAGE BUILDING INSPECTOR - ZONING ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is in charge of a Village building department. Incumbents supervise and participate in the inspection of construction and repair of buildings and structures, including plumbing installation, and enforce the provisions of the Uniform Fire Prevention and Building Code, zoning and plumbing ordinances and the Multiple Residence Law. The Uniform Fire Prevention and Building Code provides a minimum level of safety coverage for New York State and includes standards on building construction, fire prevention, housing maintenance, manufactured housing and handicapped access. This position is also responsible for reviewing and approving or disapproving all plans and specifications submitted with applications for local building and plumbing permits. Employees in this class do not have responsibility for the examination of plans for, or inspection of, large scale construction or construction involving the use of reinforced concrete or structural steel; but incumbents may be required to perform routine inspection activities in connection with structural members. In instances where the approval of plans and specifications or the inspection of structures of this type of construction is necessitated, Villages employing a Village Building Inspector - Zoning Administrator should engage a licensed professional engineer or an architect. Village Building Inspector - Zoning Administrators serve in Villages with a population of less than 10,000. The work is performed under the general supervision of the local legislative body or the top administrative officer. Supervision may be exercised over deputies and a small number of technical and clerical assistants.

TYPICAL WORK ACTIVITIES:

1. Supervises the operation of the Village building department;
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 approved plans and specifications and all requirements of applicable ordinances and laws;
4. Issues building permits and furnishes the prescribed certificates of occupancy upon application after completion of construction or repair;
5. May check permit applications for compliance with zoning ordinances, including size requirements for land and size restrictions for signs and buildings, and the possible requirements of a zoning variance;
6. 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;
7. Explains the requirements of the Uniform Fire Prevention and Building Code, zoning and plumbing ordinances and the Multiple Residence Law to building contractors and the general public;
8. Inspects 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 Act;
9. Inspects existing buildings and structures to insure their conformity with safety standards;
10. Orders unsafe conditions in existing buildings and structures to be removed and arranges for condemnation notices to owners of hazardous buildings and structures;
11. Monitors buildings and structures during construction and orders the correction of illegal or unsafe conditions;
12. Investigates complaints and assists in prosecuting violations of the Uniform Fire Prevention and Building Code, zoning and plumbing ordinances and the Multiple Residence Law;
13. Maintains records of acts and decisions;

VILLAGE BUILDING INSPECTOR - ZONING ADMINISTRATOR (Cont'd)

TYPICAL WORK ACTIVITIES: (Cont'd)

14. Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and of estimated costs of work covered by such permits for presentation to the local legislative body or the top administrative officer;
15. May teach fire prevention through educational talks at civic groups, home bureaus, schools and granges;
16. May investigate suspicious fires to determine cause and make out report;
17. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern practices, principles, materials and tools used in building construction and plumbing installation; good knowledge of the requirements of the Uniform Fire Prevention and Building Code, 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 establish and maintain cooperative relationships with other public officials, building contractors, plumbing 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; 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;
- OR: (B) Graduation from high school or possession of high school equivalency diploma AND four (4) years' work experience in building construction;
- OR: (C) An equivalent combination of the training and experience indicated in (A) and (B) above.

NOTE: Full-time work experience as a qualified municipal building or plumbing inspector or as a zoning administrator or an assistant zoning administrator or as a code enforcement officer may be substituted for the above work experience or education requirement on a year-for-year basis.

CE1205

ADOPTED: 09/26/80

REVISED: 05/09/85 02/05/10