

## BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Investigates requests for building permits, reviews specifications to determine their conformance with Housing Code. Based upon review and findings, approves or disapproves permit requests. This title ensures the health, safety, and resilience of the building environment. In addition to duties noted above, the Building Inspector must have a basic knowledge of construction, rehabilitation and repair of buildings. The Building Inspector works under the general direction of the town, village or other political sub-division that is concerned, and reports to and receives his instructions from the mayor, supervisor or the designee of same. Files report of findings and indicates his approval or disapproval. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Reviews requests for building permits, investigates and makes his recommendation; May also recommend changes in specifications that are required for conformance to building codes in existence; Investigates complaints dealing with housing code and makes reports of his findings; Explains requirements of building and/or housing code to property owners; Maintains records and issues reports on inspections made.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to readily acquire and employ a knowledge of the provisions of the local Building and/or Housing Code; Ability to recognize health and safety violations in respect to building maintenance; Ability to work independently in the field and establish and maintain cooperative relationships with others; Ability to present data clearly and concisely both orally and in writing; Ability to be firm but courteous; Good judgment; Tact; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (1) Graduation from high school plus (2) experience or training in building construction to the extent necessary to intelligently review building permit requests and housing code regulations. Must be able to discuss same in a knowledgeable manner with property owners concerned.

NOTE: Must complete the New York State Department of State Code Enforcement Basic Training Program for Building Safety Inspectors within 18 months of appointment date or within 18 months from the date of the first training course attended, whichever is shorter and maintained with in-service training during employment.

NOTE: Failure to complete these courses within the allotted time frame will result in the forfeiture of the accrued basic code enforcement training credits by the State

NOTE: Possession of a valid New York State driver's license is required at time of appointment and maintained during employment.

Revised 8/9/88; 9/11/18