

## **ASSISTANT BUILDING INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in enforcement of the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes and regulations. Activities are conducted both in the office and at inspection sites. The work is performed under the general supervision of a Code Enforcement Officer with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Assists in enforcement of all provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules, and regulations pertaining to the construction or alteration of buildings and structures;
- Provides recommendations on rules and regulations, application forms, building permits, and certificates of occupancy for the approval of the local governing body, to be used for the administration of the various codes, laws, etc.;
- Conducts inspection of various stages of construction, and upon completion of construction of building and structures;
- Issues written reports to correct unsafe, illegal, or dangerous conditions in existing structures for approval of the Codes Enforcement Officer;
- Inspects buildings and structures for compliance with the fire prevention provisions of the New York State Uniform Fire Prevention and Building Code;
- Prepares a variety of reports relevant to code enforcement activities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern practices, principles, materials, and tools used in building construction; Good knowledge of the principles and methods of field inspection; Good knowledge of the New York State Uniform Fire Prevention and Building Code and local zoning codes; Good knowledge of the principles and methods of fire prevention; Ability to communicate effectively both orally and in writing; Ability to read and interpret blueprints, surveys, maps, plans and specifications; Ability to deal effectively with the public; Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS: Either:**

**A.** Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in mechanical or construction technology or closely related field and one (1) year of experience as a building contractor, or journey level trades worker, or in the design of buildings or in the inspection of buildings for safety and compliance codes; **OR**

**B.** Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (a); **OR**

**C.** An equivalent combination of training and experience as defined by the limits of (A) and (B).

**Note:** Education beyond the Associates degree in the appropriate field can be substituted for experience on a year for year basis.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.