

ASSISTANT BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the inspection of buildings, both erected and under construction and repair, for compliance with approved plans and specifications, as well as County local laws, codes and regulations and New York State Code building and/or zoning ordinances and applicable portions of the New York State Uniform Fire Prevention Code. Additionally, the incumbent assists with review and approval of all plans and specifications submitted with applications for local building permits. Employees in this class are not responsible for the examination of plans for the inspection of construction involving the use of reinforced concrete or structural steel, but may be required to perform routine inspection duties in connection with structural members. Work is performed under the general direction of a supervising Building Inspector or Director of Code Enforcement or higher-level employee. Supervision may be exercised over a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists with reviews of plans and specifications submitted with building permit applications for compliance with the NYS building code, applicable County local laws, codes, rules and regulations, local zoning ordinances and applicable laws prior to permits being issued;

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;

Assists with issuing building permits and prescribed certificates of occupancy in response to applications, under authority of the Building Inspector;

Explains the requirements of the local building code, the local zoning ordinance, and the NYS multiple residence law and other applicable laws to building contractors and the general public;

Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;

Assists in inspecting buildings which contain a combustible or ignitable substance, available for sale, used for heating or cooking or any other reason for compliance with the Uniform Fire Prevention and Building Code;

Assists in conducting storm water inspections on all construction, renovation and repair sites to ensure compliance with Storm Water Pollution Prevention Plans (SWPPP);

Inspects existing buildings and structures to ensure conformity with safety standards;

Orders unsafe conditions in existing buildings and structures to be removed;

Investigates complaints and may assist in prosecuting violations of the Uniform Fire Prevention and Building Code and zoning ordinance;

Maintains records of acts and decisions;

May check permit applications for compliance with zoning and building code regulations;

May prepare periodic reports on buildings and structures erected and altered, of permits issued, of fees collected and of estimated costs of work covered by such permits;

May arrange for condemnation notices to owners and builders of improper or hazardous structures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern practices, materials and tools used in building construction; good knowledge of the building code, zoning and housing ordinance; good knowledge of the building trades; ability to learn requirements of NYS Uniform Fire Prevention and Building & Residential Codes; ability to establish and maintain cooperative relationships with contractors, owners and the general public; ability to read and interpret plans and specifications; ability to communicate orally and in writing; firmness with courtesy; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a New York State Basic Code Enforcement Training Certificate; **OR**
- B. Graduation from an accredited college or university with an Associate's or higher level Degree in Civil Engineering Technology, Architectural Technology, Construction Technology or related field; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and two (2) years of paid work experience in building construction or building inspection.

Note: After appointment in this class, incumbents are required to complete any training which may be mandated by the New York State Department of State.

Special Requirement: Effective January 1, 2015, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and/or New York State Energy Conservation Construction Code shall be required to complete the code enforcement official basic training program as outlined in Title 19 of New York Codes, Rules and Regulations (NYCRR), part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c), within the shorter of eighteen (18) months after the date of initial appointment or eighteen (18) months after the date of first attendance at a course included in the basic training program, or have obtained certification pursuant to the provisions of Section 1208-5.4. In addition, they are required to maintain active code enforcement official certification on an annual basis by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208-3.4. It is the responsibility of the appointing authority to ensure that employees who have been certified as code enforcement officials maintain their certification on an annual basis pursuant to these sections throughout the duration of their employment.

ULSTER COUNTY
0255 AST BLD IN
Classification: Competitive
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Adopted: January 5, 2022