

BUILDING CODE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This class is responsible for the fire inspections of all county facilities and the record keeping duties related to this function. Supervision is not a function of an employee in this class. 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.

Conducts fire inspections for all county facilities as related to the New York State Uniform Fire Prevention and Building Codes;

Responsible for keeping and filing all records related to fire inspections;

Prepares all posted emergency evacuation plans;

Prepares all written evacuation procedures for each county facility;

Performs other necessary inspections and record keeping duties of all buildings and equipment as may be necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of New York State Fire Prevention and Building Code regulations; good knowledge of record keeping functions as related to this task; ability to prepare reports as necessary to this function; ability to gain the cooperation of others; ability to understand and interpret oral and written material; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years experience in a position which involved knowledge of building inspection functions and procedures.

SPECIAL REQUIREMENT: Possession of an appropriate New York State Motor Vehicle Operator's License.

ULSTER COUNTY
0790 BLD COD EX
Classification: Competitive
OA

Adopted: December 22, 1986