

BUILDING EXAMINER/ SAFETY INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the building and fire safety inspections of all County facilities and the record keeping duties related to this function. The incumbent will perform New York State Code Enforcement Officer functions. In addition, the employee will be required to respond to motor vehicle accidents on County roads. 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.

As related to New York State Uniform Fire Prevention and Building Codes, the incumbent is responsible for doing plan reviews relative to issuing building permits, certificates of occupancy and code enforcement inspections during construction as well as fire and safety inspections of all County facilities and places of assembly;

Responsible for the record keeping functions relative to the above functions;

Under Safety Office Road Surveillance Program, must respond to motor vehicle accidents on County roads on a 24-hour basis;

Responsible for preparation of all posted emergency evacuation plans as well as written procedures for each County Building;

Will perform other necessary safety inspections and record keeping activities of all County Buildings and equipment as may be necessary;

Conducts safety training for county employees;

Will assist the Safety Officer in various other duties 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 road accidents and their causes; good knowledge of record keeping functions; ability to prepare reports; ability to conduct safety training in a clear and concise manner; ability to gain the cooperation of others; ability to understand and interpret oral and written material; willingness to respond to calls on a 24 hour basis; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college with an Associate's Degree and two (2) years of full-time paid, or its' part-time equivalent, experience in a position which involved the performance of building and fire safety inspections; and one

(1) year of experience in a position involving knowledge of road accidents and their causes;

OR

B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid, or its' part-time equivalent, experience in a position which involved the performance of building and fire safety inspections; and one (1) year of experience in a position involving knowledge of road accidents and their causes.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Driver's license at time of appointment.
2. 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
0820 BLD EX/S I
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: March 1, 1988
Revised: May 7, 2019