

## BUILDING INSPECTOR II

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for serving as the head of the building department in an agency where there are subordinate Building Inspectors. Work is performed in accordance with established procedures and involves supervision of, and participation in, the inspection of new construction and existing structures, the review of various plans, specifications, applications and related materials, the issuance of building permits and certificates of occupancy, and the enforcement of the New York State Uniform Fire Prevention and Building Code and other related laws, codes and ordinances concerning building standards and fire prevention. Incumbents in this class review all plans and inspect all construction in the municipality with the exception of large scale construction and construction which involves the use of reinforced concrete or structural steel. Such work must be performed by a licensed professional engineer or a registered architect. The class differs from that of Building Inspector I in that Building Inspector II has supervisory responsibility over the work of subordinate professional Building Inspectors. Work is performed under the general supervision of a higher level employee. Supervision is exercised over the work of subordinate 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.

Supervises the operation of a municipal building department;

Reviews and approves or disapproves plans and specifications submitted with building permit applications for compliance with the Uniform Fire Prevention and Building Code and other related laws, codes and ordinances concerning building standards and fire prevention;

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;

Issues building permits and furnishes the prescribed certificates of occupancy upon application after completion of construction or repair;

May check permit applications for compliance with zoning ordinances including size requirements for land and size restrictions for signs and buildings, and the possible requirement of a zoning variance;

Explains the requirements of the Uniform Fire Prevention and Building Code, and other related laws, codes and ordinances concerning building standards and fire prevention to building contractors and the general public;

Inspects 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;

Inspects existing buildings and structures to insure their conformity with safety standards;

Orders unsafe conditions in existing buildings and structures to be removed and arranges for condemnation notices to owners of hazardous buildings and structures;

Monitors buildings and structures during construction and orders correction of illegal or unsafe conditions;

Investigates complaints and assists in prosecuting violations of the Uniform Fire Prevention and Building Code, and other related laws, codes and ordinances concerning building standards and fire prevention;

Maintains records of acts and decisions;

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

Administers departmental budget.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern practices, principles, materials and tools used in building construction and maintenance; thorough knowledge of the requirements of the New York State Uniform Fire Prevention and Building Code, and other related State and local codes and ordinances; good knowledge of the building trades; good knowledge of the principles and practices governing the storage and distribution of combustibles; working knowledge of the principles of engineering and architecture; working knowledge of the principles of supervision; ability to establish and maintain effective working relationships with government officials, construction trades people and the public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's Degree in Engineering, Architecture, Construction Technology or a related field and two (2) years of work experience in building construction, building inspection or substantially similar work; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience as described in A above; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

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.

