

## **MUNICIPAL CODE OFFICER/ BUILDING INSPECTOR I**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for serving as the head of a municipal building department performing both building inspections and the enforcement of various local laws and ordinances in such areas as zoning, litter, dumping, junk cars, etc., in an agency where there are no subordinate Building Inspectors; or for performing professional building inspection work and other code enforcement duties under a higher level Municipal Code Officer and/or Building Inspector. Work is performed in accordance with established procedures and involves 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, 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. In addition, work involves the investigation, documentation, issuance of violations, and various other activities related to other code and ordinance enforcement. The class differs from that of Municipal Code Officer/Building Inspector II in that Municipal Code Officer/Building Inspector II has supervisory responsibility over the work of subordinate Code Officers and/or Building Inspectors. Work is performed under the general supervision of a higher-level employee. Supervision may be 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 or assists in the supervision of the operation of a municipal building department;

Enforces local laws and ordinances related to zoning;

Explains local laws and zoning restrictions and permit application procedures to government officials, contractors and the public;

Prepares information for the Zoning Board and the court;

Makes recommendations regarding requests for zoning and local law variances and special use permits;

Reviews plans and conducts inspections for compliance with municipal codes and local laws and ordinances governing areas such as dumps and dumping, abandoned property, junked cars, awnings and canopies, junk yards, peddlers and vendors, etc., and issues warnings, violation notices, and summonses, and testifies in court in this regard;

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;

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 and other reports as required;

May administer departmental budget.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern practices, principles, materials and tools used in building construction and maintenance; good 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 other municipal laws, codes, and ordinances for which the incumbent has enforcement responsibility; 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; 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 read, interpret and enforce a variety of laws, codes, ordinances, rules and regulations related to municipal code enforcement; 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 one (1) year of work experience in building construction, building inspection or substantially similar work which included understanding and complying with or explaining laws, rules and regulations; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience as described in A above; **OR**
- C. An equivalent combination or 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.

**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  
4430 MCO/BI  
Classification: Competitive  
4431 MCOBI I PT  
Classification: Non-Competitive  
OA

Adopted: July 17, 1990  
Revised: May 3, 2019