

## **SENIOR BUILDING EXAMINER/ SAFETY INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for ensuring safety compliance by conducting inspections of all county facilities in accordance with the New York State Fire Prevention and Building Codes and the New York State Department of Labor and Department of Health. The work involves the responsibility of responding to vehicle accidents on county roads on 24-hour call, escorting bus drivers or other drivers to drug and alcohol testing when applicable, responding to Worker's Compensation accidents, providing safety training to county employees including Chemical Awareness, Safe Lifting, Tag Out/Lock Out (electrical) OSHA and other subject areas when needed and the record keeping duties related to these functions. The employee works under the general supervision of the Deputy Safety Officer with considerable leeway allowed for the exercise of independent judgment in work details. This position differs from the Building Examiner/Safety Inspector by the increased complexity of job duties and the higher level of responsibilities. Additionally, this position differs from the position of Deputy Safety Officer because of the higher supervisory responsibility of a Deputy Safety Officer. 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 safety and fire inspections of all county buildings, shelters, community residences and equipment;

Plans and conducts 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;

Provides all computer reports required by New York State including reports required by the Ulster County Community College Daycare Center;

Prepares all posted emergency evacuation plans as well as written procedures for each county building;

Conducts investigations of vehicle accidents involved on county roads by gathering information and photographing the scene of the accident;

Repossess property for tax services;

Conducts safety training for county employees;

Provides information to county employees regarding the drug and alcohol testing program;

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

Maintains records for drug and alcohol testing for new hires and employees;

Provides computer technical assistance to the Safety Office including maintaining Building Code Law on-line and computerizing the Material Data Sheets (MSDS).

Assists the Safety Officer and the Deputy Safety Officer in various other duties as may be necessary;

May teach the Defensive Driving Course to county employees.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of New York State Fire Prevention and Building Code regulations; thorough knowledge of road accidents and their causes; good knowledge of computer database, spreadsheet and graphic programs; good knowledge of record keeping functions; working knowledge of Federal drug and alcohol testing, training, reporting and record keeping programs; ability to verbally express oneself clearly and concisely when providing training in a classroom setting; ability to prepare written and computerized reports; 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 three (3) 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 two (2) years of experience in a position involving knowledge of road accidents and their causes; including and supplemented by one (1) year of experience working with computer database, spreadsheet and graphic programs; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) 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 two (2) years of experience in a position involving knowledge of road accidents and their causes; including and supplemented by one (1) year of experience working with computer database, spreadsheet and graphic programs.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State Driver's license at time of appointment. An incumbent may be required to teach the Defensive Driving Course to county employees. An incumbent performing this duty must possess a valid Defensive Driving Course instructor certification.
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  
6023 SR BLD/INS  
Classification: Competitive  
Grade: 13  
Union: CSEA

Adopted: June 19, 2001  
Revised: May 7, 2019