

Code Safety Inspector Tompkins County

Department: Town of Ithaca

Classification: Competitive

Approved: 10/2022 by RP

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Possession of an Associate Degree with specialization in Civil Engineering, Construction Technology or a related field;
OR
2. Graduation from high school or possession of a high school equivalency diploma AND one year of satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades or a fire-fighting organization or experience in the review and interpretation of building plans, property surveys, and zoning/code regulations.; OR
3. Any combination of training and experience equal to or greater than that defined in (a), (b), or (c) above. Experience as a qualified building inspector can be substituted for an equivalent amount of the above required experience

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid New York State Drivers' License.
- Incumbent must successfully complete the prescribed training programs established by the NYS Fire Administrator and the NYS Fire Fighting and Code Enforcement Personnel Standards and Education Commission within eighteen (18) months of appointment. In addition, incumbents must attend and complete the continuing education requirements on an annual basis. Incumbent must maintain said certification for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code or a local fire and/or building code if approved by the State Fire Prevention and Building Code Council. The employee will make inspections of construction for compliance with Multiple Residence Law, Town Zoning Code and NYS Uniform Code. Work is performed under the general supervision of the Director of Code Enforcement with a moderate level of leeway allowed for the use of independent judgment in carrying out the work activities. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Interprets the Multiple Residence Law, Town Zoning Code and NYS Uniform Code;
- Examines and inspects buildings and property to determine compliance with the provisions of the Multiple Residence Law, Town Zoning Code and NYS Uniform Code;
- Inspects residential and commercial properties for fire hazards, building and general house-keeping safety;
- Investigates complaints and assists in processing violations of the Multiple Residence Law, Town Zoning Code and NYS Uniform Code;

- Makes written reports of violations to property owners;
- Maintains records and prepares reports of inspection activities;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern practices, principles, materials and tools used in building construction;
- Thorough knowledge of the local zoning code;
- Good knowledge of building trades;
- Good knowledge of the State Uniform Fire Prevention and Building Code and the local Zoning Code;
- Good knowledge of the principles of fire prevention;
- Good knowledge of the provisions of Multiple Residence Laws;
- Ability to write clear and concise reports and to maintain records in an orderly manner;
- Ability to establish and maintain cooperative relationships with other public officials, building contractors and the general public;
- Ability to read and interpret plans and specifications;
- Courtesy; honesty; integrity; thoroughness; firmness, tact; good judgment and good powers of observation are required personal characteristics.
- The employee's physical condition shall be commensurate with the demands of the job.

Originally created 10/2022

C146