

Building Inspector Tompkins County

Department: Various Agencies Throughout Tompkins County

Classification: Competitive

Approved: 0

Revised: 2/95; 4/01; 5/13

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in engineering or construction technology, or related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience as a building inspector, independent contractor, skilled building construction trades worker, or working with a fire fighting organization; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience as a building inspector, independent contractor, skilled building construction trades worker, or working with a fire fighting organization; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

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

SPECIAL REQUIREMENTS:

The successful candidate must be willing and able to participate in the NYS Code Enforcement Training (NYCRR-9b) and obtain certification within a reasonable time frame (as determined by the Town, based upon the frequency of the classes).

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for administering and enforcing the New York State Uniform Fire Prevention and Building Code, or a local building code of approved by the State Fire Prevention and Building Code Council. The work is performed under the general supervision of the Town Supervisor or his/her designee with wide leeway allowed for the exercise of independent judgment when carrying out the duties of the position. The incumbent will perform all related duties (including those of zoning officer) as required.

TYPICAL WORK ACTIVITIES:

Administers and enforces all provisions of the New York State Uniform Fire Prevention and Building Code, and any other local zoning laws and building codes, rules and regulations pertaining to the construction or alteration of buildings and structures; Prepares rules and regulations, application forms, building permits and certificates of occupancy for the approval of the local governing body, to be used for the administration and enforcement of various codes, laws, etc. Supervises, coordinates and participates in the inspection of the various stages of construction; Issues a certificate of occupancy for a building constructed or altered in compliance with the provisions of the Uniform Code; Issues, denies or revokes building permits and certificates of occupancy as necessary; Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures; Inspects existing buildings and structures, as necessary, to ensure their conformity with the fire prevention provision of the State Uniform Fire Prevention and Building Code; Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and applicable building codes, laws and regulations; Maintains accurate records on all transactions and activities including all applications received, permits and certificates issued, fees charged and collected, inspection reports and notice and orders issued; Prepares a variety of forms, reports and presentations relevant to the Code Enforcement activities of a municipal government; Conducts Fire Safety field inspections of buildings containing public assembly space, building accessible to the general public space, and multiple resident structures; Responds to Fire Department calls, as necessary, to determine safe continued use status of structures and equipment suffering fire or other similar damage;

Responds to phone inquiries concerning all services provided by the Codes Office;
Maintains a familiarity with all Town zoning laws and conducts zoning conformance inspections as necessary;
Causes "Stop Work" orders to be issued;
Does "Plan Reviews" for all permits;
Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building codes, zoning laws, and other applicable laws;
Investigates complaints of violations of building codes and zoning laws;
Evaluates effectiveness of administrative procedures and enforcement mechanisms and implements improvements;
Explains the requirements of the Uniform Fire Prevention and Building Code, zoning laws and related codes to building contractors, architects, engineers, real estate agents, and the general public;
Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;
Works with building inspection personnel in other municipalities on matters of joint concern and overlapping jurisdiction;
Maintains data and records on building inspection activities and prepares periodic reports.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the modern practices, principles, materials and tools used in the building construction trades;
Good knowledge of the principles of fire prevention;
Good knowledge of basic building inspection techniques;
Good knowledge of the principles and practices governing the storage and distribution of combustibles;
Working knowledge of how to operate a personal computer and spreadsheet, word processing, and database software;
Ability to prepare clear and concise written 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 building plans and specifications;
Ability to communicate effectively both orally and in writing;
Ability to be firm but courteous;
Willingness to attend all necessary schooling;
Honesty, integrity thoroughness, tact, and good judgment are required;
The employee's physical condition shall be commensurate with the demands of the position.

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