

BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involved enforcement of the New York State Uniform Building and Fire Protection Code, local municipal building codes, zoning ordinances, and multiple residency law. Duties are performed under the general direction of the town or village board with leeway allowed for the use of independent judgement in carrying out the details of their work. Employees in this class usually do not examine plans for construction involving the use of reinforced concrete or structural steel. A professional engineer or architect may be retained when concrete and/or structural steel is used. Direct supervision may be exercised over the work of clerical assistants. A Building Inspector does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews, checks, and passes on plans and specifications submitted with building permit applications for compliance with building and fire protection codes, zoning ordinance, and applicable laws prior to issuing permits;
- 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;
- Explains the requirements of the local building codes, the local zoning ordinance, and the New York State Multiple Residence Law and other applicable laws to building contractors and to the general public;
- Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;
- Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;
- Inspects existing buildings and structures to insure their conformity with safety standards;
- Investigates complaints and assists in prosecuting violations of the building code and zoning ordinance;
- Maintains records of acts and decisions;
- Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected, and estimated costs of work covered by such permits, for presentation to the local governing body;
- Attends basic and continuing in-service training courses.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of building and fire protection codes and zoning ordinance; good knowledge of modern practices, materials, and tools used in building construction; good knowledge of New York State Multiple Residence Law; working knowledge of the principles of engineering and architecture; ability to read and interpret plans and specifications; ability to establish and maintain effective working relationships with public officials, building contractors, and the public; ability to be firm yet courteous; thoroughness; good judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A) Two (2) years of experience in an occupation such as architect, appraiser, assessor, assessor's aide fire inspector, real estate broker, real estate developer, property manager, or in the traditional building trades.

OR

B) Certification as a Building Inspector or Code Enforcement Officer as issued by the New York State, Department of State, Office of Planning and Development.

SPECIAL REQUIREMENT: Successful completion of Basic Code Enforcement Training after appointment required by of Title 19, chapter XXXII, Part 1208 NYCRR.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 7/25/24