

BUILDING & CODE INSPECTOR/DOG CONTROL OFFICER
Town of Maine

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs a dual function as Building & Code Inspector and Dog Control Officer in the Town of Maine. The Building & Code Inspector work involves responsibility for enforcing the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes and regulations. Activities are conducted both in the office and at inspection sites. The work is performed under the general supervision of the Town Board with leeway allowed for the exercise of independent judgment in carrying out the detail of the work. The Dog Control Officer work involves responsibility for enforcing local ordinances and provisions of the New York State Agriculture and Market Law regarding the control of dogs and the care of seized dogs. The work is performed under the direction of the Town Board in accordance with established procedures, with leeway provided for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Building & Code Inspector:

Reviews plans, blueprints and specifications for the construction or renovation of buildings for compliance with applicable codes, regulations and laws prior to issuing permits;

Inspects buildings and structures in the process of construction or repair for compliance with approved plans, specifications and all requirements of applicable ordinances, codes and laws;

Inspects existing buildings and structures to insure their conformity with safety standards;

Performs final inspections and issues certificates of occupancy for properly completed projects;

Explains the requirements of the local building code, zoning ordinance and other related laws to building contractors, owners of structures and the general public;

Orders unsafe conditions in existing structures to be rectified and arranges for condemnation notices to owners and builders of improper or hazardous structures;

Receives and investigates complaints of building, zoning, fire, illegal dumping and other local codes and takes appropriate action;

Maintains records of investigations and decisions;

Prepares periodic reports of buildings and structures, both erected and altered, of permits issued, fees collected, and estimated costs of work covered by permits.

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Dog Control Officer:

Investigates complaints from the general public about dogs;
Institutes court actions for violation of laws regarding the
control of dogs;
Patrols streets in a dog control van in search of stray dogs;
Seizes and transports stray and/or unlicensed dogs;
Locates and notifies owners of seized dogs;
Issues warnings and summonses to the owners of dogs for
violations;
Maintains records of seized dogs until their disposition;
Prepares reports for the town board;
May be required to respond to calls after hours;
May appear in court as a representative of the town.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL
CHARACTERISTICS:**

Building & Code Inspector:

Thorough knowledge of modern practices, principles, materials and
tools used in building construction;
Thorough knowledge of the requirements of the building code,
zoning code, laws and ordinances of the jurisdiction;
Good knowledge of the principles of engineering, architecture and
building trades;
Good knowledge of the structural and mechanical components of
buildings;
Skill in reading and interpreting building construction plans,
blueprints and specifications and to recognize deviations
from such plans in the actual construction;
Skill in recognizing instances of fire or safety violations and
prescribing corrective measures;
Ability to establish and maintain cooperative relationships with
other public officials, building contractors, building owners
and the general public;
Good powers of observation;
Good judgment;
Tact.

Dog Control Officer:

Good knowledge of the New York State Agriculture and Market Law
and local ordinances relating to the licensing, seizing,
impounding and the keeping of dogs;
Good knowledge of the characteristics and habits of dogs;
Good knowledge of the local geography;

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Ability to follow oral and written instructions;
Ability to maintain records;
Ability to be firm yet courteous in dealing with the public;
Willingness to perform work with risk of injury from dogs;;
Good judgment;
Dependability;
Tact.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in civil engineering, construction technology or closely related field; OR
- B) Graduation from high school or possession of an equivalency diploma and 2 years' experience in building construction; OR
- C) Graduation from high school or possession of an equivalency diploma and 2 years of experience as either a municipal building inspector or code enforcement officer; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

Possession of certification as a New York State Code Enforcement Official **AND** possession of the appropriate level Motor Vehicle license.

R1025

5/14/14

COMPETITIVE