

BUILDING INSPECTOR III

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for reviewing and passing on all plans and specifications submitted with applications for local building permits and for inspecting buildings both erected and under construction and repair for compliance with approved plans and specifications, the local building code, the zoning ordinance and the Uniform Fire Prevention and Building Codes. Employees in this class do not have responsibility for the examination of plans for the construction or for the inspection of large scale construction involving the use of reinforced concrete or structural steel but may be required to perform routine inspection activities in connection with structural members. In instances where the approval of plans and specifications and the inspection of structures of this type of construction is necessitated, a municipality should engage a licensed professional engineer or architect. The position is under the general direction of the local legislative body or the top administrative officer. Supervision may be exercised over a small number of technical or clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the operation of the municipal building department;
Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the 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 code, the local zoning ordinance and the New York State Uniform Fire Prevention and Building Codes 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 rectified 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 report of building 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.

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

Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of the local building code and the zoning code;

Good knowledge of the building trades;

Good knowledge of the principles of engineering and architecture;

Good knowledge of the New York State Uniform Fire Prevention and Building Codes;

Ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public;

Ability to read and interpret the plans and specifications;

Ability to be firm but courteous; honesty; thoroughness; tact;

Good judgment;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a bachelors degree in engineering, architecture or closely related field; or
- B) Graduation from a regionally accredited or New York State registered college or university with an associates degree in civil engineering, construction technology or closely related field and two years experience in building construction or municipal building inspection; or
- C) Graduation from high school or possession of an equivalency diploma and 4 years experience as above, including at least two years in municipal building inspection; or
- D) An equivalent combination of training and experience within the limits of A), B) and C) above.