Building Safety Inspector

Job Specification
Classification: Competitive
Series: Code Enforcement

DISTINGUISHING FEATURES OF THE CLASS: The work involves making inspections of existing properties in order to determine their compliance with the New York State Property Maintenance Codes and Fire Codes. The incumbent, under direct supervision of the Code Enforcement Supervisor, is responsible for enforcing State and Municipal standards for all existing buildings, properties and equipment therein including standards for materials used and for safety and sanitary conditions. The incumbent enforces standards for conditions, occupancy, maintenance, conservation and renewal of existing buildings, structures and premises and for the safeguarding of life and property. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Inspect existing buildings and properties to determine if they are in compliance with New York State Property Maintenance and Fire Codes and local regulations.
- Issues Maintenance and Repair Permits and furnish the Certificate of Compliance.
- Explain the requirements of the New York State Property Maintenance Code, Fire Code and local ordinances and other applicable laws to building contractors and the general public.
- Provides for removal of illegal or unsafe conditions and secures the necessary safeguards for occupancy of existing buildings and properties.
- Orders unsafe and unsanitary conditions in existing structures to be removed and arranges the proper documents for the Code Enforcement Supervisor in cases of condemnation.
- Inspects existing buildings and structures to insure their conformity with health and safety standards and elimination of fire hazards.
- Investigates complaints and assist is presenting violations of the New York State Property Maintenance Codes, Fire Codes and local City Ordinances and other applicable New York State and local laws and codes.
- Prepares reports and keeps related records
- Operates standard office equipment.
- Uses a personal or on-line computer to maintain records and general reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Thorough knowledge of office terminology, procedures, and equipment;
- Thorough knowledge of business arithmetic and English;
- Good knowledge of the principles and practices of office operations;
- Good knowledge of local property codes and ordinances;
- Working knowledge of state codes and regulations.

Ability to:

- Establish effective working relationships with others and deal effectively with the public;
- Handle difficult situations with tact and diplomacy;
- To express oneself clearly and concisely both orally and in writing;
- Follow complex oral and written directions;
- Read and understand zoning maps and charts;

Ability to: (continued)
- Prepare a variety of correspondence and reports;
- Operate a personal computer and utilize a variety of software programs.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, and *either:*
- (A) Graduation from an approved two (2) year college with a major in mechanical or construction technology, or a selected related field; or
- (B) Two (2) years of full-time experience in building construction work or in a building trade such as carpentry, plumbing, electrical, or related trades, or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Experience as qualified building inspector, plumbing inspector, or housing inspector can be substituted for an equivalent amount of the above required experience.

Note: For appointment in this class, candidate will be required to complete any mandated training established by New York State.

Licensing requirements: Current NYS driver's license appropriate for the vehicles to be operated.

Approved by: _____ Date: 11-21-19 .
Department Head

Approved by: _____ Date: 11-21-19 .
City Manager

Classification history:
Adopted: 8/21/18
Revised 11/19/19