

DEPUTY BUILDING AND ZONING INSPECTOR

MINIMUM QUALIFICATIONS: EITHER:

1. Satisfactory completion of 60 credit hours from a college or university AND one (1) year of full-time paid, or its part-time equivalent, experience in building construction, design or inspection; OR
2. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience, or its part-time equivalent, experience as described in (1) above; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of an appropriate New York State Operator's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

SPECIAL NOTE – REQUIRED TRAINING: In accordance with Part 1208-3.2 of Title 19 of the New York State Codes, Rules and Regulations, a Building Inspector must complete the Basic Training Program in code enforcement within 18 months of appointment.

SPECIAL NOTE: EDUCATION: Your degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for enforcing the provisions of local building and zoning laws and the New York State Uniform Fire Prevention and Building Code under the direction of the Building and Zoning Inspector in the municipality to which assigned. The incumbent acts for and under the direction of the Building and Zoning Inspector in the enforcement of standards for new construction and for the condition, occupancy, maintenance, conservation, rehabilitation and renewal of existing building structures and premises. Leeway is allowed for the exercise of independent judgment only as permitted by the Building & Zoning Inspector. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Building and Zoning Inspector in:

- Reviews, checks, and passes on plans and specifications submitted for building permit applications for compliance to building code, zoning ordinance and applicable laws prior to issuing;
- Issues building permits and furnish certificates of occupancy upon application;
- 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, including New York State Uniform Fire Prevention and Building Code;
- Explains the requirements of the local building code, local zoning ordinances, New York State Uniform Fire Prevention and Building Code Law and other applicable laws to building contractors and the general public;
- Issues orders in connection with the enforcement of New York State Uniform Fire Prevention and Building Code and issues appearance tickets for violations of said codes;

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TYPICAL WORK ACTIVITIES: (Continued)

Investigates complaints and assists in the prosecution of violators of building and fire prevention code and zoning ordinances;

Inspects or assists in the inspection of all buildings which contain a combustible or ignitable substance whether stored, available for sale, used for heating or cooking, or any other reason for compliance with the Uniform Fire Prevention and Building Code;

Inspects existing buildings and structures to ensure their conformity with safety standards and eliminating of fire hazards;

May attend meetings;

Maintains records and prepares required reports on building and zoning inspection activities;

Attends trainings required for the position

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the requirements of the local and New York State Fire Prevention and Building Code and local zoning ordinances; good knowledge of modern practices, principles, materials and tools in building construction; good knowledge of the principles and practices governing the storage and distribution of combustibles; working knowledge of the New York State Multiple Residence Law; working knowledge of the building trades; ability to establish and maintain cooperative relationships with public officials, building contractors, and the general public; ability to read and interpret plans and specifications; ability to prepare written and oral reports and maintain detailed records; ability to operate a personal computer and utilize common office software programs; firmness; tact; honesty; thoroughness; good judgment; clerical aptitude; physical condition commensurate with the demands of the position.

APPROVED: JANUARY 16, 1991

REVISED: APRIL 27, 2023

CIVIL SERVICE CLASSIFICATION: FULL-TIME POSITION – COMPETITIVE
PART-TIME POSITION – NON-COMPETITIVE