BUILDING INSPECTOR

Candidate will be initially appointed on a provisional basis pending a Civil Service Exam to be held later. To gain permanent status, the candidate must be successful in the exam according to the Rule of Three, which will be scheduled at a later date.

The Town of Geneva is seeking an experienced person to fill the role of a Building Inspector in the Building Department. This position would work under the Code Enforcement Officer for the Town to administer and enforce the New York State Uniform Code, the New York State Energy Code, The Town Code, and ensure compliance with other appropriate laws, codes, rules and regulations. This position has a tentative start date of January 4th, 2027.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for administering and enforcing the New York State Uniform Fire Prevention and Building Code. The position entails a high degree of responsibility since errors in judgment affect the lives and property of the town's inhabitants. Working closely with other code enforcement personnel is required, but supervision is not ordinarily a duty of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Explains the requirements of state and local building codes to contractors and the general public;
Reviews building plans to verify compliance with applicable state and local requirements;
Issues building permits upon application, as well as certificates of occupancy upon completion of projects;
Inspects buildings in the process of construction in order to ascertain that code requirements for reinforced concrete, timber, structural steel, footings, and wall sizes are met;
Inspects existing buildings and structures and notes general condition and safety for continued use;
Orders corrections and improvements;
Issues condemnation notices to owners and builders of improper or hazardous structures;
Issues orders in connection with the enforcement of the New York State Uniform Fire Prevention and Building Code and issues appearance tickets for violations of said code;
Investigates complaints, verifies violations of applicable state and local codes and laws, and assists in the prosecution of same;
Maintains records and issues reports of building inspection activities;
Periodically prepares reports on buildings and structures erected or altered, permits issued, fees collected, and general status of work covered by permits;
Participates in the ongoing education of the general public on building and zoning codes and requirements;
Respond to fire calls when requested by local fire departments;
Attend meetings as required;
Other duties as assigned by supervisors.

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

Thorough knowledge of modern practices, materials and tools used in building construction; working knowledge of the New York State Uniform Fire Prevention and Building Code; ability to establish and maintain effective working relationships with public officials, developers, building contractors, and the general public; ability to read and interpret plans and specifications; ability to enforce provisions of various laws; ability to use a computer with moderate proficiency and to learn appropriate software programs; ability to exercise tact and good judgment in working with the general public; firmness with courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college with an Associate's degree, or higher, in Architecture, Construction Technology, Civil or Structural Engineering, or a closely related field; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in building or code inspection OR construction of buildings as a project manager, building contractor, or journey-level skilled trades*; OR
3. A combination of training and experience as defined by (1) and (2).

SPECIAL NOTE: 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. A Building Inspector must also complete In-Service and Advanced In-Service Trainings as required.

* Journey-level skilled trades include experience as a carpenter, electrician, mason, plumber, heating, ventilating and air conditioning technician or welder.
Journey level definition - After an employee has undergone sufficient on-the-job training or completed a formal apprenticeship, a promotion to journey level normally occurs. The worker's promotion depends on knowledge and expertise.

SALARY:

The starting salary range is $55,000-$65,000 depending on experience and qualifications. This position includes health insurance and other benefits along with participation in the NYS Retirement System.

APPLY:

Applicants should apply by December 1st, 2026, but applications will be accepted until the position is filled. Interested applicants should submit a cover letter, a resume, and 3 references through the Ontario County "APPLY" portal. Any questions should be directed to ceo@townofgenevany.gov.

BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for administering and enforcing the New York State Uniform Fire Prevention and Building Code. The position entails a high degree of responsibility since errors in judgment affect the lives and property of the town's or village's inhabitants. Working closely with other code enforcement personnel is required, but supervision is not ordinarily a duty of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Explains the requirements of state and local building codes to contractors and the general public;
Reviews building plans to verify compliance with applicable state and local requirements;
Issues building permits upon application, as well as certificates of occupancy upon completion of projects;
Inspects buildings in the process of construction in order to ascertain that code requirements for reinforced concrete, timber, structural steel, footings, and wall sizes are met;
Inspects existing buildings and structures and notes general condition and safety for continued use;
Orders corrections and improvements;
Issues condemnation notices to owners and builders of improper or hazardous structures;
Issues orders in connection with the enforcement of the New York State Uniform Fire Prevention and Building Code and issues appearance tickets for violations of said code;
Investigates complaints, verifies violations of applicable state and local codes and laws, and assists in the prosecution of same;
Maintains records and issues reports of building inspection activities;
Periodically prepares reports on buildings and structures erected or altered, permits issued, fees collected, and general status of work covered by permits;
Participates in the ongoing education of the general public on building and zoning codes and requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern practices, materials and tools used in building construction; working knowledge of the New York State Uniform Fire Prevention and Building Code; ability to establish and maintain effective working relationships with public officials, developers, building contractors, and the general public; ability to read and interpret plans and specifications; ability to enforce provisions of various laws; ability to use a computer with moderate proficiency and to learn appropriate software programs; ability to exercise tact and good judgment in working with the general public; firmness with courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

1. Graduation from a regionally accredited or New York State registered college with an Associate's degree, or higher, in Architecture, Construction Technology, Civil or Structural Engineering, or a closely related field; OR

2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid experience, or its part-time equivalent, in building or code inspection OR construction of buildings as a project manager, building contractor, or journey-level skilled trades*; OR

3. A combination of training and experience as defined by the limits of (1) and (2).

Continued on Page 2

BUILDING INSPECTOR

MINIMUM QUALIFICATIONS: (Continued)

SPECIAL NOTE: 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.

* Journey-level skilled trades include experience as a carpenter, electrician, mason, plumber, heating, ventilating and air conditioning technician or welder.

APPROVED: 1/17/91
REVISED: 2/7/19; 8/6/19; 2/18/21
CIVIL SERVICE CLASSIFICATION: FULL-TIME – COMPETITIVE
PART-TIME - NON-COMPETITIVE (in all Towns & Villages)
(Ontario County job specification for Building Inspector adopted by Geneva Housing Authority on 12/16/02; adopted by the City of Geneva on 3/18/2020.)

Journey level definition - After an employee has undergone sufficient on-the-job training or completed a formal apprenticeship, a promotion to journey level normally occurs. The worker's promotion depends on knowledge and expertise.