

BUILDING SAFETY INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a town/village building department and involves responsibility for fire safety inspections, zoning enforcement and code enforcement. Duties performed under administrative and direct supervision in accordance with established policies and procedures with allowance for the exercise of independent judgment in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs fire safety and property maintenance inspections on existing buildings;
- Investigates violations and complaints dealing with building codes, housing standards, zoning ordinance, and fire prevention codes;
- Prepares required forms, notices, reports and correspondence relating to his assignment;
- Assists in planning in connection with the enforcement of a specific code or standard assigned to his/her jurisdiction;
- Reports violations and works with other departments on matters of mutual interest;
- Assists property owners in the preparation of appeals for review by the aforesaid boards or commissions;
- Performs a variety of clerical duties in relation to Building, Zoning and Code Enforcement.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of New York State Fire Code and Property Maintenance Code; ability to enforce New York State and Town/village Codes pertaining to existing Building Safety and Property Maintenance; ability to read and understand building plans as well as inspect and document compliance with requirement; ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public; ability to be firm but courteous; honest; thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.”

MINIMUM QUALIFICATION: Either

- A. Graduation from high school or possession of a high school equivalency diploma and successful completion of the following courses:
Introduction to Code Enforcement Practices Part I
Introduction to Code Enforcement Practices Part II
Inspection Procedures for Existing Structures; Or
- B. One year of property maintenance inspections, general building construction or maintenance work; and within one (1) year of appointment successful completion of the following courses:
Introduction to Code Enforcement Practices Part I
Introduction to Code Enforcement Practices Part II
Inspection Procedures for Existing Structures

SPECIAL REQUIREMENTS:

- Six hours of in-service training to be completed annually to maintain certification.
- Must possess and maintain a current NYS driver’s license throughout the duration of appointment.

Adopted: Competitive Class

Applications can be picked up at the Village of Newark, 100 East Miller St – 3rd floor, Newark, NY.