

# JOB NOTICE

January 29, 2024

Job opportunity  
for

CSEA Employees

One (1) Full-time opening  
Senior Building Inspector

(Grade 6)

This is a full-time position in the  
Competitive class being filled on a  
Provisional\* basis.

**MUST RESPOND NO LATER THAN  
3:00PM February 7, 2024, by submitting  
application to Civil Service.**

\*Anyone interested and meeting the minimum qualifications must sign up for the exam currently posted to be considered.

When accepting a provisional appointment, the incumbent understands, they must pass the exam and be in the top three willing to accept appointment to remain in the position.

## **SENIOR BUILDING INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Performs a variety of responsible, specialized, and technical work that includes substantial public interaction. Provides direct support to the public in the processing of plans and permits. Administers and enforces building, plumbing, electrical, mechanical, zoning, fire codes and laws. Assists lower-level staff with code and technical matters, reviews and checks building plans and specifications. Issues permits and collects fees. Inspects buildings in all stages of construction, alteration, and repair; provides lead direction to subordinate staff and does related work as required. Responsible for inspecting new or existing residential buildings, structures, premises, and operations for fire hazards and conformance with State and local codes.

### **TYPICAL WORK ACTIVITIES:**

- Examine plans and specifications of new construction, additions, and alterations to residential and commercial buildings to determine compliance with the provisions of applicable NYS and local municipal codes and ordinances.
- Conduct inspections of commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations.
- Perform the more difficult and complex inspection tasks and services. Inspect existing buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances.
- Provide direct technical support to the public at the counter, in the field, and on the telephone as an information source on local and state codes and ordinances related to the building permit process.
- Conduct plan check on all industrial, commercial, public, and residential structures and buildings; ensures plans and applications are complete. Interpret code requirements for builders, subcontractors, designers, owners, and the public at large. Calculate and collect plan review and permit fees; issue receipts and building permits. Verify that other departments have approved the project prior to issuance of permits. Conduct final inspections of completed work, giving approval to acceptable structures and installations.
- Investigate violations of related codes and ordinances. Maintain records and prepare appropriate paperwork, correspondence, records, and reports. Issue violations, correction notices, and stop work orders.
- Assist in resolving disputes between building division staff and developers, contractors, architects, engineers, and public. Coordinate final inspections with other departments and agencies. Assist in preparing legal documents such as warrants, citation briefs, and repair and demolition orders.
- Provide technical support to department staff; provide direction in the absence of the Director and Assistant Director.
- Assist with training inspectors and respond to inspector's questions and inquiries on codes and compliance. Attend and participate in meetings, seminars, and conferences; stay abreast of new trends and innovations in the field of building inspection and plan review work.
- May attend Planning Commission, City Council, and other meetings, as appropriate. Regular and consistent attendance required. Performs related duties as assigned.
- Responsibilities may also include reviewing zoning applications, preparing documents, communicating with and assisting Zoning Board of Appeals during meetings.

- Interprets the Zoning ordinances and issues permits and certificates of occupancy as they relate to zoning ordinance compliance.
- Responds to complaints and referrals, prepares notices of zoning violations, orders to remedy and advises on corrective actions required.
- Assists with conducting plan reviews, to include building plans, sprinkler plans, fire alarm plans, and suppression system plans.
- May conduct inspections of kitchen hood systems, proper clearance from combustibles, proper roof top terminations, shutdowns for fuel systems, and proper operation of extinguishing systems.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of NYS Uniform Building and Fire Codes; good knowledge of local municipal codes and ordinances; good knowledge of building construction techniques, and materials; good knowledge of computers, spreadsheets, and property inspection software; ability to communicate effectively with staff, public officials, construction trade personnel and the public; ability to read, interpret and review construction plans; ability to write clear and concise reports and to communicate effectively both orally and in writing; ability to maintain accurate detailed records and project files

**MINIMUM QUALIFICATIONS:**

- A. New York State Certified Code Enforcement Official (CEO) and one (1) year experience as a building contractor, or trades worker, or in the design of building or the inspection of buildings for safety and compliance codes; or
- B. Graduation from a regionally accredited or NYS registered college or university with an associate degree in civil engineering, Architecture, Construction Technology, or closely related field and one (1) year of experience as a building contractor, or trades worker, or in the design of building or the inspection of buildings for safety and compliance codes; or
- C. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience as defined above; or
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:**

Possession of a valid New York State Driver's License with a clean driving record required at time of appointment and maintained throughout employment.

**SPECIAL REQUIREMENTS:** Must obtain CEO certification as indicated below.

To be a certified code enforcement official, an individual must successfully complete the required basic training (a minimum of 120 hours of basic training) and maintain the required yearly in-service training (24 hours annually) and any required advanced in-service training. A person has 18 months from the first training class to complete the basic training program. If an individual is appointed as either a BSI or CEO for a municipality, they have 18 months from their appointment date to complete the basic training program. If an individual has already started the basic training, it is the shorter of the two time frames. *Per MSD IM-08-18 and 19NYCRR Part 1208.*