

DEPARTMENT: NORTH TONAWANDA BUILDING INSPECTOR
CLASSIFICATION: COMPETITIVE
APPROVED: 02/21/96

BUILDING INSPECTOR
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the review and approval of plans and specifications submitted with applications for building permits. The Building Inspector also inspects structures under construction to ensure that the work is being done in accordance with approved plans and specifications and in compliance with applicable codes. Duties are performed under the general director of the Common Council with considerable latitude permitted for the exercise of independent judgment in carrying out assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Reviews and approves all plans and specifications submitted with permit applications for compliance to building codes and regulations;
2. Issues building permits;
3. Inspects structures under construction or repair for adherence to plans, specifications, codes and ordinances;
4. Issues certifications of occupancy for multiple dwellings when buildings meet all necessary requirements;
5. Explains the requirements of the State Building Code, the Energy Conservation Code and City Zoning Ordinances to contractors and the general public;
6. Oversees the correction of unsafe conditions and ensures that necessary safeguards are taken during construction;
7. Orders that unsafe conditions in existing structures be corrected and arranges for the issuance of condemnation notices to owners' hazardous structures;
8. Investigates complaints and assists in the prosecution of violators of codes and ordinances;
9. Maintains records and prepares required reports;
10. Serves as Executive Officer of the City Planning Commission and Board of Appeals of the City of North Tonawanda.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern building techniques, materials, and tools; thorough knowledge of local building codes and ordinances; good knowledge of the New York State Multiple Residence Law; ability to read and understand plans and specifications; ability to inspect structures to determine their condition; ability to write clear and concise reports and to maintain records in an orderly fashion; ability to establish and maintain cooperative relationships with other public officials; ability to be firm, but courteous; 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 in mechanical or construction technology or closely related field and two years of experience as a building contractor, journey level trades worker, or in the design or inspection of buildings;
- OR:**
2. Graduation from high school or possession of a high school equivalency diploma and four years of experience as defined in (1).

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SPECIAL REQUIREMENT: It is required by Executive Law, Section 159-d that "Code Enforcement Personnel" charged with enforcement of building or fire codes must satisfactorily complete a certified code enforcement training course or equivalent course as accepted by the State Fire Administrator. Time required to satisfy training requirements:

Employee working less than 10 hours per week.....36 months
Employee working 10-20 hours per week.....24 months
Employee working over 20 hours per week.....18 months

(MSD-CL-13-84)