

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 9, 2009

DEPUTY BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This class is responsible for assisting in the enforcement of State, City, Town, and Village (depending on type of municipality) building codes and ordinances. The incumbent assists with the inspections of buildings for compliance with building laws and rules. This position entails a high degree of responsibility and the consequence of errors in judgment may endanger the lives and property of the municipality's inhabitants. General or direct supervision is received from the Building Inspector depending on the size of the municipality. The incumbent may exercise supervision over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Interprets and enforces municipal zoning laws;
2. Assists with the inspections of buildings for compliance with building laws and rules;
3. Attends planning meetings, Zoning Board of Appeals meeting, and prepares agendas for these meetings;
4. Attends fire service meetings;
5. Attends court proceedings when necessary;
6. Inspects all use permits issued for Municipal and Building Code compliances;
7. Inspects all fire incident calls, maintenance complaints, and assists the public with any inquiries;
8. Conducts school inspections and conducts annual fire inspections;
9. Assists in the review of building proposals;
10. Assists the Building Inspector in departmental planning and departmental policies;
11. In the City of North Tonawanda, assists Stormwater Manager in compiling yearly statistics for mandatory reporting, issues stormwater permits, and performs compliance inspections.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, materials, and tools used in building construction; thorough knowledge of State and local building codes; ability to establish and maintain cooperative relationships with other public officials, building contractors and with the general public; ability to read and interpret plans and specifications; firmness with courtesy; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND**

1. Completion of sixty (60) credit hours in the construction field from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and one (1) year of paid experience in building construction activities; **OR**
2. Three (3) years of paid experience in building construction activities; **OR**
3. Three (3) years of paid experience in Code Enforcement, Municipal Zoning Enforcement or Fire Related Training.

NOTE:

Building construction work involves building, repairing and/or modernizing buildings, houses, and other structures and their surroundings and is done by a skilled person. General contractor experience must include supervising an entire project including all phases from start to finish. Performance of only one specialized trade such as an electrician, carpenter, or plumber would not constitute qualifying experience for general contracting.

Verifiable part-time experience will be pro-rated towards meeting the experience requirement.

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 New York State. It is the appointing authority's responsibility to ensure that employees obtain and complete the required training courses within the time limits prescribed by current laws and regulations.