

BUILDING INSPECTOR (P/T)

Department: Planning and Development

Classification: Competitive

Specification Number: 3400

Approved: 1/27/23

Revised: By JG

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school, vocational school or possession of high-school equivalency diploma, and two (2) years of experience in building construction or inspectional or investigative work enforcing codes and ordinances relating to the safety of building structures and occupancy.

NOTE: 1) Experience will be substituted for education on for year-for-year basis.

2) Relevant education beyond high school from a college with Federally-authorized accreditation or registration by NY State in Architecture, Civil Engineering, Construction Technology or a related field will be substituted for experience on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENT

At the time of appointment and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

All employees hired after January 1, 1985 must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs must be attended as scheduled.

DISTINGUISHING FEATURES OF THE CLASS

Under supervision of a higher-level Building Inspector, an employee in this title makes field inspections of building construction, alteration and repair, and of land use and land or building development or modification. The incumbent ensures and enforces adherence to building codes, particularly the codes concerning structural safety regulations and requirements, and applicable zoning codes and regulations. Duties require technical examination and the application of standard trade practices to inspection work. Although the priority function of employees in this title is the performance of field inspections, the work may also involve responsibility for the review, analysis, and/or approval of building plans and specifications. Employees are required to carry all assignments to completion with some independence. Work is reviewed through oral and written reports. Performs related duties as required.

TYPICAL WORK ACTIVITIES

Inspects buildings in the course of construction and repair when necessary;

Inspects adequacy of foundation, structural safety and for the conformity of the entire structure with the approved plans;

Checks foundations to ensure that they have been properly dug in good soil and according to approved plans and building codes;

Checks locations of footing in reference to site boundaries upon which proposed structure is to be erected to review compliance for set back requirements;

Inspect concrete poured slabs;

Checks hardness of fill, type of reinforcing and the elevation of the finished floor in reference to established criteria for geographical areas;

Makes inspections of framing as to spacing of studs, joists and rafters;

Makes inspections of roof for grade of sheathing weight of roofing felt, consistency of size of nails and similar matters;

Prepares and submits reports of buildings found to be either in an unsound constructional condition or in violation of building codes and makes re-inspections to ensure compliance;

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Issues verbal and written orders to contractors and other parties to correct violations;
Explains and interprets building codes and regulations;
Makes final inspection of buildings against approved plans to ensure that the plans have been copied with, that lot has been graded and is clean of any structural matter with the exception of the permitted building;
Assists in receiving and screening complaints of zoning violations;
Investigates complaints of zoning regulation violations; Issues summons when violations are not corrected;
May testify in court regarding building and zoning violation cases;
May perform office work as part of daily responsibilities;
Answers phone questions from the public pertaining to building problems;
Prepares reports of daily work.

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Good knowledge of the materials used in building construction and of the stages of construction when possible defects and violations may most easily be observed and corrected; good knowledge of the existing codes and regulations governing building construction in the Town of Babylon; some knowledge of legal procedures related to the enforcement of regulatory codes; ability to acquire knowledge of applicable zoning regulations, and related departmental policies and procedures; ability to make inspections, ability to follow oral and written assignments and to ascertain facts through investigation; ability to recognize faulty construction or hazardous conditions created by deterioration; ability to read and interpret building construction plans and specifications, and recognize deviations from such plans in the construction process; ability to enforce codes and regulations firmly, tactfully and impartially; ability to keep records and to prepare and submit reports; ability to express one's self clearly and concisely, orally and in writing; physical condition commensurate with the demands of the position.