

SENIOR BUILDING INSPECTOR

Department: Planning and Development

Classification: Competitive

Specification Number: 3410

Approved: 1/30/23

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school, vocational school or possession of a high school equivalency diploma and four (4) years of experience in building construction or inspectional or investigative work enforcing codes and ordinances relating to the safety of building structures and occupancy; Two (2) years of which must have been in a supervisory capacity.

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

PROMOTIONAL

Two (2) years of permanent competitive status as a Building Inspector.

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 general supervision, an employee in this title oversees the work of Building Inspectors by scheduling their daily activity and by reviewing their work. In the absence of supervisory responsibilities, an employee in this title is responsible for the analysis and review, prior to the issuance of a building permit, of building plans and specifications for structural soundness and types of materials used, for ensuring that zoning rules and regulations are adhered to and that building codes, particularly those concerning structural safety, are conformed to. A significant part of the work consists in discussions held with contractors, builders and owners in regard to approval or disapproval of plans and the explanation of the building and zoning codes in relationship to the plans submitted. Work is performed with considerable independence under the supervision of a higher-level Building Inspector who may review work while in progress and upon completion. Performs related duties as required.

TYPICAL WORK ACTIVITIES

- Plans, assigns and reviews the work of Building Inspectors, and makes re-inspections as required;
- Consults with supervisor concerning new materials and new codes and ordinances;
- Examines blueprints, plans and specifications of proposed buildings prior to the issuance of the building permit;
- Discusses requirements of plans with engineers, contractors, builders and owners;
- Approves, modifies and makes corrections to plans when required;
- Supervises and participates in the investigations of complaints of violations of building and/or zoning regulations;
- May testify in court concerning building and zoning violations;
- Computes square footage of buildings and estimated cost to determine cost of building permits;
- Discusses building and zoning problems, in person or by phone, with building contractors and the public;
- Explains and interprets building and zoning regulations and methods of changing plans submitted in order bring them into conformance with building and zoning codes.

SENIOR BUILDING INSPECTOR

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Thorough knowledge of the materials and methods used in building construction when possible defects and violations may be most easily observed and corrected; thorough knowledge of applicable zoning codes, regulations, and related departmental policies and procedures; good knowledge of the existing codes and regulations governing building construction in the Town of Babylon; good knowledge of legal procedures related to the enforcement of regulatory codes; Ability to read and interpret plans, blueprints and specifications to determine their conformity with building and zoning regulations; ability to enforce code and regulations firmly, and impartially; ability to plan, schedule and supervise work in a manner conducive to full performance and high morale; ability to express oneself clearly, concisely, both orally and in writing; ability to keep records and to prepare and submit reports; physical condition commensurate with the demands of the position.