

CODE ENFORCEMENT INSPECTOR

GENERAL STATEMENT OF DUTIES: Inspect buildings for compliance with State and Local laws pertaining to building and housing; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine sub professional work, involving the inspection of dwellings for compliance and violations of the New York State building construction codes, the multiple residence law, local building codes and zoning ordinances and permits. The work is performed under the direct supervision of the Code Enforcement Officer.

EXAMPLES OF WORK: (Illustrative only)

- Inspects dwelling for compliance's with all applicable health; housing and zoning codes;
- Prepare a written report of code violations;
- Prepare a report suggesting procedure to follow towards compliance's of law;
- Inspect and prepare a report for all new construction as it relates to applicable building codes;
- Inspects and prepare the report of compliance for all Public Assemblies including compliance with fire and building codes;
- Under direction of the Code Enforcement Officer, review plans of new construction prior to actual implementation and prepare a report on compliance with the New York State uniform and fire prevention codes;
- Under direction of the Code Enforcement Officer review sign permit applications for compliance with local zoning codes and sign ordinance and prepare a report outlining suggested compliance's;
- Maintain records on all inspections and building permits.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to understand and implement a multiple residence law; working knowledge of State, Municipal and other related building and housing codes; ability to work with the public including building contractors; ability to read plans and specifications; ability to read and write legibly; tact; good powers of observation; good judgment; good physical condition.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of high school equivalency diploma, and two (2) years experience in general building construction, building inspection or other Code Enforcement activities; or
- b) Six (6) years of training and experience in general building construction, building inspection or other Code Enforcement activities; or
- c) An equivalent combination of training and experience as defined by the limits of a and b above.

Adopted MSD: 11/21/85

Jurisdictional Classification: Competitive