

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ASSISTANT BUILDING INSPECTOR III

TITLE #: 1043

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting in the enforcement of the building code and related laws. Incumbents in this position make inspections of new construction and alteration of buildings for compliance with approved plans, the local building code, zoning ordinances and the Multiple Residence Law. Work is performed under the general supervision of the Building Inspector III. Violations of a serious nature are referred to the Building Inspector III. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes field inspections of building construction and materials used;

Reports violations of building code, zoning and housing ordinances to Building Inspector III, consults with contractors, owners, state inspectors and fire inspectors in enforcing the building code;

Investigates and reports on complaints received as to possible violations of the building code and related ordinances as directed by Building Inspector III;

Checks plans and specifications submitted for building permit;

Gives out information as to the requirements of the building code and zoning ordinances;

Makes periodic inspections of homes and other buildings to gather information for determining water assessments;

May issue building permits and certificates of occupancy;

Keeps records of work done;

Prepares oral and written reports.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of modern practices, materials and tools used in building construction; good knowledge of the building code, zoning and housing ordinance; good knowledge of the building trades; ability to learn requirements of NYS Uniform Fire Prevention and Building & Residential codes; ability to establish and maintain cooperative relationships with contractors, owners and the general public; ability to read and interpret plans and specifications; ability to communicate orally and in writing; firmness with courtesy; tact; good judgment; physical condition commensurate with the demands of the position.

-continued-

MINIMUM QUALIFICATIONS: Either

- a) Possession of a New York State Basic Code Enforcement Training Certificate; OR
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree (or higher) in Civil Engineering Technology, Architectural Technology, Construction Technology or related field;
OR
- c) Graduation from high school or possession of a high school equivalency diploma and two (2) years paid work experience in building construction, or building inspection.

SPECIAL REQUIREMENTS: It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in Part 434, Title 19 of New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall complete the prescribed minimum basic code enforcement training within the applicable period established under that part as well as required annual in-service training.

JURISDICTIONAL CLASSIFICATION:

Full Time - Competitive

Part Time - Non-Competitive

REVISED: 10/17/16 HM