

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

CLASS TITLE : BUILDING INSPECTOR III/ CODE ENFORCEMENT OFFICER

TITLE #: 1105

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for inspecting or supervising the inspection of construction and repair of buildings and structures and for enforcing the provisions of the local building, residence and zoning ordinance and the Multiple Residence Law. Incumbent is responsible for reviewing and approving all plans and specifications submitted with applications for local building permits and for inspecting buildings, both erected and under construction or repair, for compliance with approved plans and specifications, the local building code, the zoning ordinance and the Multiple Residence Law. Work is performed under the general direction of the local legislative body or top administrative officer and may involve the supervision of a small number of technical or clerical assistants. Routine travel is a requirement. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the operation of the municipal building department;

Reviews, checks and approves plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits;

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Issuance of building permits and certificates of occupancy as appropriate;

Patrols municipality by foot or automobile and notes violations of local codes and ordinances such as litter, noise, peddling, dumping, garbage, snow and ice removal;

Investigates verbal and written, signed complaints referred by public or other agencies regarding violations of local codes and ordinances;

Explains the requirements of the local building code, the local zoning ordinance and the New York State Multiple Residence Law and other applicable laws to building contractors and to the general public;

Inspects existing buildings and structures to insure their conformity with safety standards;

Issues notices of violations and/or summonses to violators when sufficient evidence exists and follows up on violations to assure correction by responsible party;

Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;

Investigates complaints and assists in prosecuting violations of the building code and zoning ordinance; maintains records of acts and decisions;

Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated costs of work covered by such permits, for presentation to the local governing body.

Corresponds and meets with property owners regarding violations of local code, ordinances, laws and time allowed for correction/compliance;

Attends meetings as required and may testify in courts local courts in cases where violations are contested;

Prepares reports of inspections made and violations found;

May operate computer applications such as spreadsheet, word processing, calendar or e-mail.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of the local building code, zoning code, and ordinances; good knowledge of the building trades; ability to prepare reports; ability to enforce local codes and ordinances with tact and impartiality initiative; good powers of observation; good knowledge of the principals of engineering and architecture; good knowledge of the New York State Uniform Fire Prevention and Building and Residential Codes; ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. 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; and two (2) years paid work experience in building construction, code enforcement or building inspection; OR
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years paid work experience in building construction, code enforcement or building inspection; OR
- C. Graduation from high school or possession of a high school equivalency diploma and possession of a valid New York State Basic Code Enforcement Training Certificate.

NOTE: 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.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

JURISDICTIONAL CLASSIFICATION: Competitive; Non-Competitive when part-time in the Village of Tuxedo Park.

REVISED: 05/08/17