

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

**CLASS TITLE:** BUILDING INSPECTOR III/CUSTODIAL WORKER

**TITLE #:**1111

**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 and zoning ordinance and the Multiple Residence Law. Incumbents in this class are responsible for reviewing and passing on all plans and specifications submitted with applications for local building permits and for inspecting buildings both erected and under construction and repair for compliance with approved plans and specifications, the local building code, the zoning ordinance and the Multiple Residence Law. Routine travel is required. Additionally, employees in this class are responsible for the performance of routine building cleaning and occasional minor maintenance tasks according to well-defined procedures. Building Inspector duties are performed under general supervision while duties of Custodial Worker are performed under direct supervision according to specific instructions. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Supervises the operation of the municipal building department;

Reviews, checks and passes on 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;

Issues building permits and furnishes the prescribed certificates of occupancy upon application;

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;

Provides for removal of illegal or unsafe conditions and secures the necessary during construction;

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

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

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 of the local governing body;

Assists in making minor semi-skilled repairs to plumbing, carpentry and electrical equipment;

Performs routine building cleaning tasks.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern practices, principles, materials and tools used to building construction; thorough knowledge of the requirements of the local building code and the zoning code; good knowledge of the building trades; fundamental knowledge of the principals of engineering and architecture; good knowledge of the New York Multiple Residence Law; working knowledge of building cleaning practices, supplies and equipment; 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; willingness to perform routine cleaning and other manual tasks; honesty; thoroughness; tact; good judgment; good physical condition.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree 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: Possession of a valid driver's license.

JURISDICTIONAL CLASSIFICATION: Non-Competitive in the Village of Chester.

ADOPTED: 1/29/04 MF

REVISED: 5/17/11 dr