



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	BUILDING INSPECTOR III
Jurisdictional Class:	Non-Competitive (*Part Time)
Civil Division:	Towns, Villages
Adoption: CSM	11/06/76
Revised: CSM	03/12/08

DISTINGUISHING FEATURES OF THE CLASS:

Supervises the inspection or makes inspections of the construction and repair of buildings and structures and enforces the provisions of the local building and zoning ordinance and the multiple residence law; does related work as required. Under the general direction of the local legislative body or the top administrative officer, a Building Inspector III is 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. This position is generally found in rural or sparsely populated municipalities. Employees in this class do not have responsibility for the examination of plans for the construction or for the inspection of large-scale construction involving the use of reinforced concrete or structural steel but may be required to perform routine inspection activities in connection with structural members. In instances where the approval of plans and specification and the inspection of structures of this type of construction is necessitated, a municipality should engage a licensed professional engineer or architect. A Building Inspector III may supervise a small number of technical or clerical assistants.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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 safeguards 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 ensure 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 of estimated costs of work covered by such permits for presentation to the local governing body.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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 and the zoning code;
Good knowledge of the building trades;
Fundamental knowledge of the principles of engineering and architecture;
Good knowledge of the New York State Multiple Residence Law;
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;
Good physical condition.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school and 3 years of experience in building construction work; OR
- (B) Graduation from a recognized college with a Degree in Engineering or Architecture; OR
- (C) Any equivalent combination of training and experience.

NOTE: Experience as a qualified Municipal Building Inspector or Assistant Building Inspector can be submitted for an equivalent amount of the above-required experience.

SPECIAL REQUIREMENTS AFTER APPOINTMENT

Within 12 months of date of permanent appointment, employee must obtain special certification under the NYS Uniform Fire Prevention and Building Code Title 19 of the Official Compilation of Codes Rules and Regulations of New York State.