

Posted: January 21, 2015
Dept: Building
Grade 16, Step 1
Salary: \$73,273.00
Respond to: Town of
Yorktown Human Resources
Department
By January 28, 2015

ASSISTANT BUILDING INSPECTOR

GENERAL STATEMENT OF DUTIES:

Inspects new building construction, building repairs and existing buildings and assists in the enforcement of the provisions of the local building, zoning and plumbing ordinances and the Multiple Residence Law; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Under the general supervision of the Building Inspector or the head of the building department, the incumbent of this position assists in reviewing plans and specifications submitted with building permit applications and in inspecting plans and specifications, the local building code, the zoning and plumbing ordinances and the Multiple Residence Law.

Employees in this class are not responsible for the examination of plans for the inspection of construction involving the use of reinforced concrete or structural steel, but may be required to perform routine inspection duties in connection with structural members. Supervision may be exercised over a small number of clerical assistants.

EXAMPLES OF WORK: (Illustrative Only)

Reviews building plans and specifications submitted in connection with building permit applications;
Reviews applications for building permits required by local ordinances;
Reports violations of the building code, zoning and plumbing ordinances and Multiple Residence Law to the Building Inspector for proper action;
Explains the requirements of the local building code, the local zoning and plumbing ordinances and the New York State Multiple Residence Law and other applicable laws to the building contractors and to the general public;
Inspects buildings and structures in the process of construction or repair for compliance with all requirements of applicable ordinances and laws;
Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;
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 ordinances;
Maintains records of decisions made and actions taken, as required;
May prepare periodic reports, as required;
May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of inspection practices and techniques; good knowledge of the building trades; good knowledge of the requirements of the municipal building codes and zoning ordinance, and the New York State Multiple Residence Law; ability to read and interpret plans and specifications; ability to establish and maintain cooperative relationships with public officials, with building contractors and with the general public; ability to be firm but courteous; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

High school graduation or possession of a high school equivalency diploma and either:

- (a) three (3) years of on-site building construction experience in any work directly involved in the constructions process; or
- (b) graduation from a 2-year post high school, trade or technical school in building construction or an associate's degree in civil or construction technology or engineering science and one (1) year of experience as specified above; or
- (c) Bachelor's degree in engineering; architecture or other course of study applicable to building construction; or
- (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Experience as a qualified municipal Building Inspector, Building and Plumbing Inspector, Assistant Building Inspector, Assistant Building and Plumbing Inspector or Clerk of the Works can be substituted for an equivalent amount of the above required experience.

SPECIAL NOTE: Effective January 1, 1985, code enforcement personnel who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code and who commence employment on or after that date shall be required to complete the prescribed minimum basis code enforcement training course.

Special Requirement: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.

Send, fax or e:mail resume, including salary history, to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail mqspurning@yorktownny.org. Equal Opportunity Employer.