

Village of Cayuga

JOB POSTING

TITLE:

BUILDING INSPECTOR & CODE ENFORCEMENT OFFICER*(***)

JOB DESCRIPTION:

Administers and enforces provisions of NYS Uniform Fire Prevention and Building Code, and other codes, laws, rules and regulations pertaining to the construction or alteration of buildings and structures; Inspects, as necessary, buildings and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code;

Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and other 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 requirements of applicable ordinances and laws;

Issues building permits and certificates of occupancy;

Explains the requirements of the local building code, the local zoning ordinance and NYS Multiple Residence Law and other applicable laws to building contractors and to 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 insure their conformity with safety standards;

Investigates complaints and assists in prosecuting violations of the building code, zoning ordinances and fire code;

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;

Performs site plan review for the agency;

Attends meetings of planning and/or zoning boards;

Maintains data and records on building inspection and code enforcement functions.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND EITHER:

(A) Graduation from a regionally accredited or New York State registered 2 yr. college with an Associate's Degree in Engineering, Technology, Construction Technology or related field and 1 yr. of experience in building construction or maintenance activities; OR

(B) Satisfactory completion of 60 credit hours at a regionally accredited or New York State registered 4 yr. college or university in a program leading to a Bachelor's Degree in Civil Engineering, or related field and 1 yr. of experience in building construction work or maintenance activities; OR

(C) Two (2) years of experience in building construction or maintenance activities in a building trade such as carpentry, plumbing, electrical or related building trades which shall have included supervisory experience; OR

(D) An equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.

Experience as a qualified Building Inspector can be substituted for an equivalent combination of the above required experience.

SPECIAL REQUIREMENTS:

Candidates for appointment in this class will be required to complete any mandated training as established by the New York State Department of State.

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.

ADDITIONAL INFORMATION:

This is a part-time position. 0-16.25 HRS/WK

COMPENSATION:

\$5,916.00/YR

APPLICATION DEADLINE:

3/26/2020 @ 3:00PM.

HOW TO APPLY:

Applications must be submitted to Cayuga County Civil Service. To view the job posting and application instructions, please visit: <https://mycivilservice.cayugacounty.us/jobopps>