



VACANCY:

Building Inspector & Code Enforcement Officer (County Attorney)

SALARY: \$ 10,000/year (2024 Cayuga County Compensation Plan)

DEADLINE TO APPLY FOR VACANCY: 5/31/2024

HOW TO APPLY:

Go to: mycivilservice.cayugacounty.us/jobopps and click on the **APPLY** button across from the title of "Building Inspector & Code Enforcement Officer" under Current Vacancies.

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.

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in areas of the County and involves responsibility for reviewing and passing on 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, local building codes, zoning ordinances and the multiple residence law. Additionally, an incumbent administers and enforces the NYS Uniform Fire Prevention Law and local fire-building code. Employees in this class do not have responsibility for the examination of plans for construction or for 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. Where the approval of plans and specification and the inspection of structures of this type of construction is necessitated, the municipality hires a licensed professional engineer or architect. The incumbent may supervise a small number of technical or clerical assistants. Does related work as required.

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 local building codes and zoning ordinances;
Good knowledge of the building trades;
Good knowledge of the New York State Multiple Residence Law and State Uniform Fire Prevention and Building Code;
Ability to establish and maintain cooperative relationships public;
Ability to read and interpret plans and specifications;
Physical condition commensurate with the demands of the position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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.