



TOWN OF GREENBURGH OFFICE OF THE COMPTROLLER

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PAUL FEINER
Supervisor

ROBERTA ROMANO CPA
Town Comptroller
SHERI PORCELLO
Deputy Town Comptroller

JOB ANNOUNCEMENT *Building Inspector* (Department Head)*

Job Group: Management

Annual Salary: DOE

**This is a competitive position for which there is a current list of eligibles. Consideration will be given to candidates who currently hold the title on a permanent basis or who have held the title on a competitive bases.*

Distinguishing features of this class: Under general direction of the local; legislative body or the top administrative officer, the Building Inspector is responsible for reviewing and approving all plans and specifications submitted with application for local building permits. Responsible for the supervision or performing the inspection of all buildings, other than those specifically exempted by ordinance or resolution, both erected and under construction and/or repair, for compliance with approved plans and specifications, the local building code, the zoning and plumbing ordinances and the multiple residence law and related enforcement. The Building Inspector for the Town of Greenburgh is the Department Head and responsible for the inspection of all building plans and construction except that which is required by ordinance to be performed by a licensed engineer or architect. Employees in this class may be required to perform routine inspections activities in connection with existing buildings and structures. Supervision may be exercised over a number of technical and clerical assistants. Does related work as required.

Examples of Work: See job description following

Minimum Acceptable Training and Experience: High School Graduation or possession of a high school equivalency diploma and proof of active status as a certified code enforcement official pursuant to Titles 19 of NYCRR Part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.1(b) or 1208-5.4, and either (a) six (6) years of on-site building construction experience and/or investigative work to enforce codes and ordinances specifically related to the construction and safety of building structures, including or supplemented buy one (1) year as either a general contractor (including on-site) building construction, inspection or supervision) or a subcontractor or foreman for a major construction trade such as carpentry, plumbing electrical or heating and ventilations; or Bachelor's Degree in Engineering, Architecture or related field of study applicable to building construction and two (s) years of experience in the design, construction or supervision of the construction of buildings.

Substitution: See job description following

Special Requirement: See job description following

Job Classification: Competitive

BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the local legislative body or the top administrative officer, the Building Inspector is responsible for reviewing and approving all plans and specifications submitted with applications for local building permits and for supervising or performing the inspection of all buildings, other than those specifically exempted by ordinances or resolution, both erected and under construction and/or repair, for compliance with approved plans and specifications, the local building code, the zoning and plumbing ordinances and the multiple residence law, and related enforcement. The Building Inspector may serve in either of two capacities: (1) as the head of a Building Department, responsible for the inspection of all building plans and construction except that which is required by ordinance to be performed by a licensed engineer or architect; or (2) as an assistant to a professional engineer or architect who is assigned the responsibility over the Building Department. In this case, a Building Inspector would generally supervise the administrative detail of the Department and inspect plans and construction of buildings and structures not required by ordinance to be performed by the head of the Department. Employees in this class may be required to perform routine inspection activities in connection with existing buildings and structures. Supervision may be exercised over a number of technical and clerical assistants. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the operation of the municipal building department and/or is responsible for all building inspection and enforcement activities in a municipality;

Reviews, checks and approves plans and specifications submitted with building permit applications for compliance with the building codes, the zoning and plumbing ordinances and applicable laws prior to issuing permits;

Inspects buildings and structures in the process of construction and/or repair and at completion for compliance with approved plans and specifications and all requirements of applicable laws and ordinances; reviews plan amendments submitted during construction;

Passes on building plans and specifications prior to issuing building permits; issues building permits and furnishes the prescribed certificates of occupancy upon application;

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 ordinances to building contractors and to the public;

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

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

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

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

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

May check permit applications for compliance with zoning ordinances including size requirements for land, size restrictions for signs and buildings, and the possible requirement of a zoning variance;

May inspect piping, traps, fixtures and drainage to see that the work is being carried out in accordance with approved plans and specifications and applicable ordinances and laws;

Maintains records of acts and decisions;

Prepares periodic reports of buildings and structures erected or altered, or permits issued, of fees collected and estimated costs of work covered by such permits, for presentation to the local governing body;

Prepares and submits reports of buildings found to be either in an unsound condition construction wise or violation of building codes and makes re-inspection to insure compliance;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of basic inspection techniques; thorough knowledge of modern practices, principles, materials, tools used in building construction and plumbing installation; thorough knowledge of the requirements of the local building code and zoning and plumbing ordinance; good knowledge of the New York State multiple residence law; good knowledge of the building trades; 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 prepare reports and maintain records; ability to be firm but courteous; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; honesty; thoroughness; 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 proof of active status as a certified code enforcement official pursuant to Title 19 of NYCRR Part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.1(b) or 1208-5.4, and either:

(a) six (6) years of on-site building construction experience and/or investigative work to enforce codes and ordinances specifically related to the construction and safety of building structures, including or supplemented by one (1) year as either a general contractor (including on-site building construction, inspection or supervision) or a sub-contractor or foreman for a major construction trade such as carpentry, plumbing, electrical or heating and ventilation; or

(b) Bachelor's Degree* in Engineering, Architecture or related field of study applicable to building construction and two (2) years of experience in the design, construction or supervision of the construction of buildings.

SUBSTITUTION: An Associate's Degree* in Civil Technology; Building Construction Technology; Construction Management; Engineering Science or related field may be substituted for up to two (2) years of the general experience described in (a); or a Bachelor's Degree* in Civil Technology; Building Construction Technology; Construction Management; Engineering Science or related field may be substituted for up to four (4) years of the general experience described in (a). However, for both options, there is no substitution for the one (1) year of specialized experience described in (a).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

NOTE 2: Depending upon the scope of authority vested in this position by the appointing jurisdiction, appointees may be required to meet the requirements of the Public Officers Law.

SPECIAL REQUIREMENTS:

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

2. Effective January 1, 2015, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and/or New York State Energy Conservation Construction Code shall be required to complete the code enforcement official basic training program as outlined in Title 19 of New York Codes, Rules and Regulations (NYCRR), Part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c), within the shorter of eighteen (18) months after the date of initial appointment or eighteen (18) months after the

SPECIAL REQUIREMENTS (cont'd.):

date of first attendance at a course included in the basic training program, or have obtained certification pursuant to the provisions of Section 1208-5.4. In addition, they are required to maintain active code enforcement official certification on an annual basis by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208-3.4. It is the responsibility of the appointing authority to ensure that employees who have been certified as code enforcement officials maintain their certification on an annual basis pursuant to these sections throughout the duration of their employment.