

**DEPARTMENT:** CITY OF NORTH TONAWANDA  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JULY 14, 2025

**ASSISTANT BUILDING INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for enforcing compliance with State and municipal building codes, housing maintenance codes, and all other applicable laws and local ordinances. The proper performance of this work is very important to the health and safety of the community. The incumbent receives general supervision from the Building Inspector. Generally incumbents perform their duties in accordance with established procedures and policies, however, they may exercise limited independent judgment. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists in the administration and enforcement of all provisions of the New York State Building Code and other municipal codes, laws, rules and regulations pertaining to the construction or alteration of buildings and structures;
2. Inspects structures under construction or repair for adherence to plans, specifications, codes and ordinances;
3. Reviews and approves/disapproves all plans, sketches, and specifications submitted with permit applications of compliance with City and State codes and ordinances;
4. Investigates complaints and assists in the prosecution of code and/or ordinance violators;
5. Assists in the maintenance accurate records on all transactions and activities including all applications received, permits and certificates issued, fees charged and collected, inspection reports and notices and orders issued;
6. Explains to the general public and contractors, the State Housing Maintenance Code, Multiple Residence Law, and all other applicable laws and local ordinances;
7. Re-inspects existing structures for compliance to all applicable requirements;
8. Inspects multiple dwelling structures for compliance with the State Building Code and Municipal Plumbing Code;
9. Enforces the weed, nuisance and abandoned car ordinances;
10. Prepares and serves notices to property owner for violations of ordinances;
11. Performs electrical inspections when assigned;
12. May issue, denies or revokes building permits and certificates of occupancy if necessary;
13. May issue written notices to correct unsafe, illegal or dangerous conditions in existing structures;
14. Assists, when necessary, the Building Inspector in the performance of his/her duties.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of the State Building Code, New York State Multiple Residence Law and local building codes and ordinances; ability to read and understand plans and specifications; ability to write clear and concise reports and to maintain records in an orderly manner; ability to establish and maintain cooperative relationships with other public officials, building contractors and the general public; ability to be firm but courteous; physical condition commensurate with the demands of the position.

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## **ASSISTANT BUILDING INSPECTOR CONTINUED**

**MINIMUM QUALIFICATIONS:** Graduation from high school or its equivalent **and** one of the following:

1. Graduation with a Bachelor's Degree in engineering or architecture; **OR**
2. Graduation with an Associate's degree in engineering or architectural technology **and** two (2) years of full-time paid experience as a building contractor, journey level trades worker, or in the design of building construction; **OR**
3. Four (4) years of full-time paid experience as defined in #2 above.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

### **SPECIAL REQUIREMENTS:**

It is required by Executive Law, Section 159-d that "Code Enforcement Personnel" charged with the enforcement of buildings or fire codes must satisfactorily complete a certified code enforcement training course or equivalent course as accepted by the State Fire Administrator. These requirements must be completed satisfactorily within the following time frames:

Employee working less than 10 hours per week.....	36 months
Employee working 10-20 hours per week.....	24 months
Employee working over 20 hours per week.....	18 months

(MSD-CL-13-84)