

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** OCTOBER 26, 2023

**DEPUTY BUILDING INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This class is responsible for assisting in the enforcement of state and municipal building codes, ordinances, and local laws. The incumbent assists with the inspections of buildings for compliance with building laws and rules. This position entails a high degree of responsibility and the consequence of errors in judgment may endanger the lives and property of the municipality's inhabitants. General or direct supervision is received from the Building Inspector. Wide leeway is permitted for the exercise of independent judgment in carrying out the details of the work in accordance with established procedures, policies, laws, and regulations. The incumbent may exercise supervision over subordinate personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists in the interpretation, 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. Interprets and enforces municipal zoning laws;
3. Assists with the inspections of buildings for compliance with building laws and rules;
4. Attends planning meetings, Zoning Board of Appeals meeting, and prepares agendas for these meetings;
5. Attends fire service meetings;
6. Attends court proceedings when necessary;
7. Inspects all use permits issued for Municipal and Building Code compliances;
8. Inspects all fire incident calls, maintenance complaints, and assists the public with any inquiries;
9. Conducts school inspections and conducts annual fire inspections;
10. Assists in the review of building proposals and/or reviews and approves/disapproves all plans, sketches, and specifications submitted with permit applications of compliance with City and State codes and ordinances;
11. Assists the Building Inspector in departmental planning and departmental policies and in the performance of his/her duties;
12. Assists in the maintenance of 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;
13. When assigned, assists Stormwater Manager in compiling yearly statistics for mandatory reporting, issues stormwater permits, and performs compliance inspections.

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

Thorough knowledge of modern practices, materials, and tools used in building construction; thorough knowledge of state and local building codes and ordinances; when assigned, working knowledge of the principals, practices and procedures of municipal stormwater management and of the laws, rules, regulations and procedures governing municipal stormwater management programs; ability to establish and maintain cooperative relationships with other public officials, building contractors and with the general public; ability to read and interpret plans and specifications; ability to maintain records and prepare reports; firmness with courtesy; tact; sound professional judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet one of the following-

1. Graduation with a Bachelor's Degree in mechanical or construction technology or closely related field; **OR**
2. Graduation with an Associate's Degree in mechanical or construction technology or closely related field and two (2) years of paid experience as a building contractor or in building construction activities; or journey level trades worker; or in the design of buildings; or in the inspection of buildings for safety and compliance codes; or in working with a fire fighting organization; **OR**
3. Graduation from high school or possession of an equivalency diploma and four (4) years of paid experience as a building contractor or in building construction activities; or journey level trades worker; or in the design of buildings; or in the inspection of buildings for safety and compliance codes; or in working with a fire fighting organization; **OR**
4. An equivalent combination of education and experience.

**NOTE:**

1. Part-time experience will be pro-rated towards meeting the experience requirements.
2. 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 REQUIREMENT:**

Employees must complete the initial NYS required courses designed for building inspection and code enforcement personnel within eighteen (18) months of appointment and must complete annual in-service training to maintain certification.