

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 06/07/66

Revised: 06/15/93, 05/19/97, 06/28/06, 09/15/10, 08/08/18, 09/07/22, 04/05/23

Title changed from "Building Inspector III": 06/28/06

## **BUILDING INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The Building Inspector is responsible for assisting in the review of plans and specifications submitted with building permit applications for university, commercial and residential buildings, in accordance with the New York State Uniform Fire Prevention and Building Code, the City of Ithaca Building Code and the City of Ithaca Zoning Ordinance. Building Inspectors also inspect buildings for compliance with approved plans and specifications, the New York State Uniform Fire Prevention and Building Code and the City Building Code. The work is usually performed under general supervision, in accordance with established codes, ordinances, policies and procedures. The inspection of large-scale university buildings designed to accommodate particular fields of study is performed under the direct supervision of a higher level superior. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews and checks plans and specifications submitted with building permit applications for compliance with the New York State Uniform Fire Prevention and Building Code and all other applicable laws and ordinances;

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Secures necessary safeguards during construction;

Inspects existing buildings and structures to insure their conformity with safety standards and applicable codes, laws and ordinances;

Assists in ordering unsafe buildings to be removed; provides for the removal of unsafe conditions in existing buildings;

Maintains close relationships with the Ithaca Fire Department, and copies or relates to the Fire Marshall all decisions that impact the Fire Department;

Keeps a schedule and notes on daily activities, job meetings, inspections and provides the Deputy Building Commissioner and Building Commissioner with notes on the outcome of inspections and summaries of meetings;

Researches Web sites and construction and fire standards in order to comprehend new technologies;

Explains the requirements of the New York State Uniform Fire Prevention and Building Code, and all applicable local laws and ordinances to building contractors and to the general public;

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

### **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 the New York State Uniform Fire Prevention and Building Code, City of Ithaca Building Code and local zoning ordinance; good knowledge of the building trades and construction sequencing; computer literacy, including knowledge of databases and internet research; ability to understand and interpret complex written material; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with public officials, with building contractors and with the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; ability to successfully work with and serve a diverse local community, including a large campus setting; thoroughness; good powers of observation; tact; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Possession of an Associate's Degree in Construction Technology, Civil Engineering or a closely related field with similar course curriculum, and two (2) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in municipal building code enforcement activities; or
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in municipal building code enforcement activities; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Note: College 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 and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

**SPECIAL REQUIREMENTS:**

- A. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
- B. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within twelve months of permanent appointment, and must maintain said certification for the duration of employment.