

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 07/12/94

Revised: 05/19/97, 04/06/05, 07/02/08, 11/12/08, 09/15/10, 02/20/13, 02/19/14, 08/08/18, 09/07/22, 04/05/23

## **CODE INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The focus of this position is to facilitate and insure the safe construction, rehabilitation, repair and maintenance of new and existing buildings and dwellings. This includes but is not limited to the plan review for and the inspection of factories, warehouses, commercial and business facilities, dormitories, fraternities and sororities, student housing on or off campus, mixed-use buildings, multiple dwellings, and one- and two-family houses. The incumbent must have thorough knowledge of the New York State Uniform Fire Prevention and Building Code, the Multiple Residence Law, the City of Ithaca Building and Housing Codes, Zoning Ordinance, Historic Preservation Ordinance, Flood Plain Development Ordinance and all other applicable land use and building codes. Because of the variety and complexity of the work the incumbent may be required to review and inspect, he or she must be familiar with reviewing large-scale projects and have experience in concrete and steel construction as well as wood frame construction. In addition the incumbent must possess technical expertise in construction methods and practices. This position also requires the inspection of dwellings for compliance with health, safety, and habitability as required by the City of Ithaca's Housing Code and the Multiple Residence Law. The work is performed under the general supervision of the Senior Plan Examiner. Leeway is allowed for the exercise of independent judgment in carrying out the details. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and recommends all requirements of applicable codes, ordinances and laws, and recommends certification of same;
- Enters and inspects existing buildings and structures to determine safe maintenance in compliance with all requirements of applicable codes, ordinances and laws and such specific factors as conditions affecting health and safety, adequacy of size and rooms, light and air, sanitary and heating facilities, fire escapes and other emergency exits and safe fire prevention practices, and recommends certification of same;
- Reviews, checks and approves plans and specifications submitted with building permit applications for compliance with the local New York State Uniform Fire Prevention and Building Code, the local zoning ordinance, the local housing code, the New York State Multiple Residence Law, and all other applicable building and land use laws prior to issuing permits;
- Explains the requirements and investigates complaints dealing with the requirements of the New York State Uniform Fire Prevention and Building Code, the local zoning ordinance, local housing code, and the New York State Multiple Residence Law, and other applicable laws to building contractors, property owners, and to the general public;
- Prepares reports of inspections made and violations found, maintains records, and follows up on violations to assure correction by property owner;
- Corresponds with property owners regarding violations of the various codes and laws and the time permitted for correcting deficient conditions;
- Assists in prosecuting violations dealing with the New York State Uniform Fire Prevention and Building Code, City Housing Code, Multiple Residence Law, and State Building Construction Code and related laws, codes, and ordinances and prepares reports of inspections made and violations found;
- Encourages property owners to improve and rehabilitate their property;

**Typical Work Activities - continued**

Compiles information and prepares reports for Code variances and rules and regulations amendments;  
Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;  
Recommends that superiors order the abatement of unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;  
Prepares detailed descriptions of buildings and premises;  
Recommends issuance of Certificates of Occupancy and/or Compliance;  
Reports suspected violations of the local and State building code to appropriate officials;  
Prepares appeals for variance for cases being heard before the local Housing Board of Review and Building Code Board of Appeals Board.

**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, local zoning ordinance, City Housing Code, New York State Multiple Residence Law, and related laws, ordinances, and codes; good knowledge of the building trade; good knowledge of the practice of property management; basic knowledge of mathematics as it relates to the duties of the position; excellent reading and writing skills; ability to work independently in the field and to establish and maintain cooperative relationships with others; ability to understand, interpret and apply written regulations; ability to measure and draw scaled floor plans of buildings and interpret plans and specifications; ability to present data clearly and concisely both orally and in writing; ability to follow oral and written instructions; ability to be firm but courteous and tactful; ability to successfully work with and serve a diverse local community; initiative; dependability; good powers of observation; good judgment; thoroughness; excellent physical condition as commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Possession of a Bachelor's Degree in Engineering, Architecture 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 qualified code enforcement activities; or
- B. Possession of a Bachelor's Degree and four (4) 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 qualified code enforcement activities; or
- C. Possession of an Associate's Degree in Construction Engineering, Construction Technology or a closely related field with similar course curriculum, and four (4) 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 qualified code enforcement activities; or

- D. Graduation from high school or possession of a high school equivalency diploma, and eight (8) 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 qualified code enforcement activities; or
- E. An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.

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.