

Town of Perinton

Job Title:	Assistant Building Inspector	Job Category:	Civil Service
Department:	Public Works	FLSA Status:	Non-Exempt
Group:	Building & Codes	Location:	Town Hall
Reports to:	Director of Building & Codes	Salary Range:	\$55,469 - \$62,391

Job Summary

This position involves inspecting buildings, issuing building permits and enforcing state and municipal building codes and local zoning codes. The employee works closely with the Building Inspector, who manages general workflow assignments, and offers additional job-specific guidance to inspectors.

Job Description

ROLE AND RESPONSIBILITIES

- Inspects buildings for which permits have been issued to ensure conformity to plans and compliance with regulations;
- Explains to building contractors, property owners, and the general public the requirements of the local building code, zoning code, and other applicable laws;
- Enforces safety rules and regulations during construction and with regard to the installation of building equipment;
- Establishes and maintains effective relationships with public officials, building contractors, and the general public;
- Assists in conducting periodic inspections of existing structures (as needed) for conformance with the New York State Uniform Fire Prevention and Building Code;
- Assists in reviewing and approving building plans for construction, alteration, repair, removal, and demolition of buildings, and develops course of action for applications filed;
- Assists in investigating complaints regarding building occupancy and use, and general zoning issues (as needed);
- Participates with all department staff in receiving office visitors, answering phone calls, and managing other clerical duties;
- Keeps permanent file of records and permits issued;
- Records all inspections;
- Provides written and verbal correspondence to stakeholders;
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from high school or possession of an equivalency diploma, plus either:
 - (A) one (1) year paid, full-time or equivalent part-time experience in building construction, building inspection, or one of the building trades; or
 - (B) two (2) years paid full-time or equivalent part-time work in a clerical or technical position involving reading and interpreting working construction plans, drawings or specifications; or
 - (C) an undergraduate degree in Civil Engineering, Architecture or Fire Protection Technology or equivalent, or
 - (D) any similar combination of training and experience as defined in A, B or C;
- Possession of a valid drivers' license.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the methods, practices, and materials involved in building construction;
- Knowledge of New York State Building Code, Multiple Residency Law, and local codes and ordinances;
- Working knowledge of building trades and basic principles of engineering and architecture;
- Ability to explain state and local laws, code and ordinances;
- Ability to read and interpret working plans, drawings and specifications;

- Ability to use a computer to record inspections and create written correspondence;
- Strong relationship building skills;
- Strong attention to detail;
- Demonstrated ability to use good judgment;
- Capacity to pass New York State Basic Code Enforcement Training to become certified Code Enforcement Officer;
- Capacity to be reachable on Civil Service list for Assistant Building Inspector;
- Capacity to maintain minimum of 24 hours of in-service training on an annual basis;

ADDITIONAL NOTES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have the stamina to walk several miles per day, navigate construction sites and stairways, carry equipment and plans, and operate in all types of weather.

Posting Dates:	September 25, 2024 – October 4, 2024	
Email Cover Letter & Resume	Nina Cypher, Director of HR, Town of Perinton ncypher@perinton.org	