

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

CODE ENFORCEMENT

P/T Building-Fire Inspector

\$13.9804/hr.

LAST DAY FOR FILING: April 23, 2010

DATED: April 12, 2009

EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing housing, fire prevention, and building construction inspections, post fire inspections and complaint investigation inspections and for enforcing the provisions of the New York State Uniform Fire Prevention and Building Code. A significant amount of travel to conduct inspections is required to fulfill the duties of this position. Work is performed under the general supervision of the Code Enforcement Officer or another employee of higher rank with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision over the work of others is generally not a requirement of employees in this class. 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 all requirements of applicable ordinances and laws
- Explains the requirements of the NYS Uniform Fire Prevention and Building Code to building contractors and the general public
- Provides for removal of illegal or unsafe conditions and ensures that necessary safeguards are taken during construction
- Inspects existing buildings and structures to insure their conformity with safety and fire prevention standards
- Investigates complaints and assists in prosecuting violations of the building code
- Maintains records and prepares reports of building and fire code inspection activities including the number of structures built or altered, permits issued, fees collected and the estimated cost of work covered by each permit
- Attends staff meetings and training sessions
- May be required to perform an immediate structural inspection after a chimney, appliance, flue or gas vent fire or explosion when notified by a Fire Department
- May issue building permits, certificates of occupancy, and certificates of compliance

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of the provisions of the NYS Uniform Fire Prevention and Building Code Rules and Regulations; good knowledge of fire prevention practices and procedures; good knowledge of the building trades; good knowledge of the principles and methods of field inspection; working knowledge of the principles of engineering and architecture including the ability to read and interpret plans and specifications; ability to conduct inspections in a variety of settings and environmental conditions; ability to establish and maintain cooperative working relationships with a wide variety of people; ability to operate a personal computer; ability to travel; ability to stand, walk and sit for extended periods of time; ability to hear accurately, speak clearly, and see up close and far away; ability to climb, bend, and crawl; good judgment; tact and courtesy; thoroughness; physical condition commensurate with the demands of the position. The ability to use a computer and keyboard is essential.

MINIMUM QUALIFICATIONS: EITHER: (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree; **OR** (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Construction Technology, Engineering Technology or a closely related field and one (1) year of full-time paid experience or its part-time equivalent in building construction, building rehabilitation, or building

inspection work; **OR** (C) Graduation from high school or possession of a high school equivalency diploma and three (3) years full-time paid experience or its part-time equivalent as defined by the limits of (B); **OR** (D) An equivalent combination of training and experience as defined by the limits of (B).

*Employment with a Professional Fire Department or Membership in a Volunteer Fire Department may be substituted for building construction, building rehabilitation, or building inspection experience on a year for year basis.

SPECIAL REQUIREMENTS:

- (1) At time of appointment and continuing throughout employment, a candidate/incumbent must possess a valid New York State Driver's License, a reliable vehicle, and an acceptable driving record.
- (2) Appointees must successfully complete State mandated basic code enforcement training within 18 months of initial appointment as required in Part 434 of Title 19 NYCRR – Administration and Enforcement of the Uniform Fire Prevention and Building Code.
- (3) Building Inspectors must annually complete a minimum of 24 hours of codes training in specific areas as set forth in Part 434 of Title 19 NYCRR in order to maintain their certification.

Approved Otsego Co CS – 5/1/91

Rev. 1/24/00

Rev. 4/24/00

Rev. 1/11/08

Rev. 2/21/08

CLASSIFICATION: Competitive – F/T
Non-Competitive – P/T

Applications available at the Otsego County Personnel/Human Resources Office, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyemployment.com