

Madison County

Civil Division: All Towns
Jurisdictional
Allocation: Competitive
Adopted: 02/27/75
Revised: 11/30/94
Revised: 1/25/99

BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The Building Inspector supervises the inspection or makes inspections of the construction and repair of buildings and structures and enforces the provisions of the local building and zoning ordinance and the multiple residence law. The incumbent is responsible for reviewing and passing on all plans and specifications submitted with applications for local building permits and for inspecting buildings both erected and under construction and repair for compliance with approved plans and specifications, the local building code, the zoning ordinance and the multiple residence law. This position is generally found in rural or sparsely populated municipalities. Employees in this class do not have responsibility for the inspection of large scale construction involving the use of reinforced concrete or structural steel but may be required to perform routine inspection activities in connection with structural members. In instances where the approval of plans and specification and the inspection of structures of this type of construction is necessitated, a municipality should engage a licensed professional engineer or architect. Work is performed under the general direction of the local legislative body or the top administrative officer. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the operation of the municipal building department;
Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits;
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;
Issues building permits and furnishes the prescribed certificates of occupancy upon application;
Explains the requirements of the local building code, the local zoning ordinance and the New York State multiple residence law and other applicable laws to building contractors and to the general public;
Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;
Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;
Inspects existing buildings and structures to insure their conformity with safety standards;
Investigates complaints and assists in prosecuting violations of the building code and zoning ordinance;
Maintains records of acts and decisions;
Prepares periodic reports of buildings and structures erected or altered, or permits issued of fees collected and estimated costs of work covered by such permits for presentation to the local governing body.

Building Inspector (Continued)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of the local building code and the zoning code; good knowledge of the building trades; fundamental knowledge of the principles of engineering and architecture; good knowledge of the New York State Multiple Residence Law; ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school and three years of experience in building construction work.

SPECIAL NOTE: Experience as a qualified Municipal Building Inspector or Assistant Building Inspector can be submitted for an equivalent amount of the above required experience. Possession of Code Enforcement Officer certification from the New York State Department of State can be substituted for the experience required above.

NOTE: Study in a regionally accredited or New York State registered college or university in engineering or architecture may be substituted for the experience on a year-for-year basis.

Subject: RE: EXAM PASSED - Course Completed for 9A20-0997 - Introduction to Code Enforcement Practices 1 (2020)

From: ~~dos - Basic Training <BasicTraining@dos.ny.gov>~~

Date: 9/21/2023, 12:43 PM

To: "eatonclerk@cnymail.com" <eatonclerk@cnymail.com>

Dean,

According to new regulations passed in April, BSI's may *not* perform any Building Safety Inspector duties until you have completed and passed 9A. Now that you have completed 9A and passed the exam, you may perform BSI duties only. Other than completing 9B and 9C and obtaining your BSI certification, there is nothing else required.

As with other NYS exams, we do not provide copies of our exams.

Carrie

STATE OF NEW YORK

**Department of State
Division of Building Standards and Codes
Uniform Fire Prevention and Building Code Educational Program**

DEAN CURTIS

is hereby awarded this Certificate signifying completion of
Introduction to Code Enforcement Practices 1 (2020)
in the New York State Department of State Code Enforcement Educational Program,
totaling 21 hours of instruction, on
9/20/23



John R. Addario, P.E., Director
Division of Building Standards and Codes
This certificate is subject to verification with the
Department of State Training Record Database
NYS Education Department Sponsor #64



STATE OF NEW YORK

**Department of State
Division of Building Standards and Codes
Uniform Fire Prevention and Building Code Educational Program**

DEAN CURTIS

is hereby awarded this Certificate signifying completion of
Introduction to Code Enforcement Practices II (2020)
in the New York State Department of State Code Enforcement Educational Program,
totaling 21 hours of instruction, on
10/4/23



John R. Addario, P.E., Director
Division of Building Standards and Codes
This certificate is subject to verification with the
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