

Jurisdiction Class: Non-Competitive – part-time for Town of Trenton Only  
EEO Category: Officials/Administrators  
Revised: 11/08/2019

## **BUILDING SAFETY INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position performs fire safety and property maintenance inspections on existing buildings and properties. A Building Safety Inspector's enforcement activities include fire safety and/or property maintenance inspections of existing buildings and structures. The work involves responsibility for enforcing the New York State Uniform Fire Prevention and Building Code along with determining compliance with requirements of fire prevention ordinances and building codes, as they relate to fire prevention and safety. The work requires close attention to detail, since errors in judgment might endanger lives and/or property. The work is performed under the direct supervision of the Code Enforcement Officer. Supervision over the work of other employees is not a responsibility of this class. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Inspects buildings and structures for the compliance with approved plans and specifications and all requirements of applicable fire safety and property maintenance ordinances and laws;

Explains and enforces 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;

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 compliance with the fire prevention provisions of the New York State Uniform Fire Prevention and Building Code;

Investigates complaints and assists in prosecuting violations of the building code and zoning ordinance;

Keeps records and prepares reports of activities related to the work;

May investigate possible hazards related to flammable liquids and gases;

May inspect private residences for fire hazards at the request of owners;

May issue and record burning permits, explosive and blasting permits and permits for the installation of underground storage tanks;

May testify in court regarding violations of the Fire Prevention Code and other applicable laws and ordinances.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of New York State Uniform Fire Prevention and Building Code and local zoning codes and ordinances; good knowledge of the building trades; good knowledge of the principles and methods of fire prevention; 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; good judgment.

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**MINIMUM QUALIFICATIONS:** Certification as a Building Safety Inspector pursuant to the NYS Department of State's Division of Code Enforcement and Administration, TITLE 19 (NYCRR), Part 1208; **AND** graduation from high school or possession of a high school equivalency diploma.

Adopted: 08/10/2017

Revised: 04/04/2019; 11/08/2019