TOWN OF CAMILLUS OPEN POSITION: MUNICIPAL CODE OFFICER/BUILDING INSPECTOR

APPLY TO: HR, atindall@townofcamillus.com

This is a full-time competitive position within Onondaga County Civil Service. Provisional appointment until successful score is attained on the next competitive exam. Entry Pay Rate: $55,000 or based on experience.

Performs building inspections and local law/ordinance enforcement. Follows procedures for new construction-existing structure inspection, plan review, specifications, applications/related materials, issues building permits and COO, enforcement of NYS Uniform Fire Prevention and Building Code and related laws, codes and ordinances. Review assigned plans, inspect construction. Investigation, documentation, issues violations; other enforcement.

Minimum Qualifications: Either:

- Current certification as a NYS Code Enforcement Official. OR Graduation from NYS recognized college/university with Bachelor's Degree in: Engineering, Architecture, Construction Technology or related field and 1 year work experience in building construction, building inspection or similar work which included understanding and complying with or explaining laws, rules and regulations. OR
- Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience as described in A above. OR Equivalent combination of training and experience in above.
- Must maintain NYS drivers' license and all NYS certifications.

Typical Work Activities: Incumbents may perform some or all of the following, and other related activity.

- Enforce local laws and ordinances related to zoning, restrictions and permits procedures to contractors and public. Prepare information for the Zoning Board and the court when requested. Makes recommendations regarding requests for zoning and local law variances and special use permits.
- Review plans. Conduct municipal code compliance inspections. Issue warnings, violations, notices, and summonses; testify in court.
- Review and approves or disapproves plans and specifications submitted with building permit applications for compliance with the Uniform Fire Prevention and Building Code and other related laws, codes and ordinances concerning building standards and fire prevention.
- Inspect 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 after completion of construction or repair.
- Explain the requirements of the Uniform Fire Prevention and Building Code, and other related laws, codes and ordinances concerning building standards and fire prevention to building contractors and the general public; Inspects buildings which contain a combustible or ignitable substance, available for sale, used for heating or cooking or any other reason for compliance with the Uniform Fire Prevention and Building Code.
- Inspect existing buildings and structures to ensure fire-safety and property maintenance standards conformity.
- Order removal of unsafe conditions in existing structures; arrange for condemnation notices to owners.
- Monitor buildings and structures during construction; orders illegal or unsafe condition corrections; investigate complaints, assist in prosecuting Uniform Fire Prevention and Building Code violations and related laws, codes and ordinances concerning building standards and fire prevention. Maintains records of acts and decisions.
- Prepare reports on buildings and structures erected and altered, permits issued, fees collected and estimated costs of work covered by permits and other reports.

Full Performance Knowledges, Skills, Abilities And Personal Characteristics:

- Working knowledge of the principles of engineering and architecture. .Good knowledge of modern practices, principles, materials and tools for building construction and maintenance; good knowledge of the requirements of the NYS Uniform Fire Prevention and Building Code, and other related State and local codes and ordinances.
- Good knowledge of municipal laws, codes, and ordinances for enforcement responsibility, building trades, principles and practices governing combustible storage and distribution.
- Ability to establish and maintain effective working relationships with all parties.
- Ability to read and interpret plans and specifications and enforce code enforcement regulations.
- Honesty, good judgment, physical condition commensurate with the position demands which includes the ability to navigate safely on building sites and building interiors.