



Village of Watkins Glen

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303 N. Franklin Street
Watkins Glen, NY 14891
607-535-2736

Job Openings **Building Inspector III (Part-Time)** Village of Watkins Glen

LAST DATE TO FILE: March 8, 2019 by 4:30pm **SALARY:** \$20/hr.

HOW TO APPLY: Interested candidates must submit an original Civil Service “Application for Employment and/or Examination” to **Schuyler County Civil Service office**, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. **Faxed or emailed applications will not be accepted.**

VACANCY: At the present time, there is one part time opening with the Village of Watkins Glen. This is a non-competitive title; therefore, no Civil Service examination is required.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for enforcing the New York State Uniform Fire Prevention and Building Code along with relevant municipal codes and regulations. Activities are conducted both in the office and at inspection sites. The work is performed under the general supervision of the local legislative body or the top administrative officer. Employees in this class do not have the responsibility for the examination of plans for the construction or 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 specifications and the inspection of structure of this type of construction is necessitated, a municipality should engage a licensed professional engineer or architect. Does related work as required.

TYPICAL WORK ACTIVITIES:

Enforces all provisions of New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules, regulations, and zoning ordinances pertaining to the construction or alteration of buildings and structures;

Conducts inspections of buildings and structures in the process of construction or repair and upon completion for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Inspects existing buildings and structures for compliance with the fire prevention provisions of the New York State Uniform Fire Prevention and Building Code;

Prepares rules and regulations, application forms, building permits, and certificates of occupancy for the approval of the local governing body, to be used for the administration of the various codes, laws, etc.; Issues, denies, or revokes building permits and certificates of occupancy as required;
Explains the requirements of the local building code, the local zoning ordinances and the New York State multiple residence law and other applicable laws to building contractors and to the general public;
Issues written notices to correct unsafe, illegal, or dangerous conditions in existing structures, and/or in violation of local zoning;
Prepares a variety of reports relevant to code enforcement activities

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of the New York State Uniform Fire Prevention and Building Code and local zoning codes; good knowledge of the principles and methods of field inspection; good knowledge of the New York State Multiple Residence Law; good knowledge of the principles and methods of fire prevention; some knowledge of the principles of engineering and architecture; ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public; ability to communicate effectively both orally and in writing; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; thoroughness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in mechanical or construction technology or closely related field and one (1) year of experience as a building contractor or journey level trades worker, or in the design of buildings or in the inspection of buildings for safety and compliance codes; or
- B. Graduation from high school or possession of a high school equivalency diploma and three years of experience as defined in A; or
- C. An equivalent combination of training and experience as defined by the limits of A and B.

SPECIAL REQUIREMENTS:

- 1. Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate the ability to meet the transportation needs of the job.
- 2. Must complete Code Enforcement training program(s) as mandated within the time limits as established by Section 434-5 of Title 19 NYCRR. Code enforcement personnel who are scheduled to perform code enforcement duties an average of between 10 and 20 hours per week shall complete a basic training program within 24 months of initial appointment. Code enforcement personnel scheduled to perform code enforcement duties an average of less than 10 hours per week may take up to 36 months to complete a basic training program.
- 3. **FOR VILLAGE OF WATKINS GLEN ONLY:** Must possess a valid NYS Code Enforcement Official Certificate OR Building Safety Inspector Certificate.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: February 8, 2019