

Building Inspector at City of Geneva(Starting 2021 salary \$42,382, plus benefits package): City of Geneva Department has one (1) current vacancy. Appointment provisional, pending Civil Service Exam. Candidate must be legal resident of Ontario, Livingston, Monroe, Seneca, Steuben, Wayne or Yates County for at least one (1) month immediately preceding examination date(exam date not established yet). **City residents strongly encouraged to apply.** Refer to job description attached for minimum qualifications and typical work activities.

Submit Ontario County Application, cover letter and resume to:

<http://www.co.ontario.ny.us/94/Human-Resources>

Click "Civil Service Employment Portal" on the left side

Deadline: Friday, February 5, 2021. Questions call 315-789-4369 EOE/AA

The City of Geneva is an equal opportunity employer that is committed to recruitment, retention and development of a diverse workforce without regard to age, creed, race, color, sex/gender, sexual orientation, national origin, marital status, partnership status, disability, military status, citizenship status, alienage, arrest or conviction record, predisposing genetic characteristics, domestic violence victim status and victim of stalking & sex offenses.

"Inclusion is our mission-Celebrate Differences!" Join our team and celebrate the differences in our workplace and the rich diversity in the community. Apply today and make a difference.

BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for administering and enforcing the New York State Uniform Fire Prevention and Building Code. The position entails a high degree of responsibility since errors in judgment affect the lives and property of the town's or village's inhabitants. Working closely with other code enforcement personnel is required, but supervision is not ordinarily a duty of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Explains the requirements of state and local building codes to contractors and the general public;
 Reviews building plans to verify compliance with applicable state and local requirements;
 Issues building permits upon application, as well as certificates of occupancy upon completion of projects;
 Inspects buildings in the process of construction in order to ascertain that code requirements for reinforced concrete, timber, structural steel, footings, and wall sizes are met;
 Inspects existing buildings and structures and notes general condition and safety for continued use;
 Orders corrections and improvements;
 Issues condemnation notices to owners and builders of improper or hazardous structures;
 Issues orders in connection with the enforcement of the New York State Uniform Fire Prevention and Building Code and issues appearance tickets for violations of said code;
 Investigates complaints, verifies violations of applicable state and local codes and laws, and assists in the prosecution of same;
 Maintains records and issues reports of building inspection activities;
 Periodically prepares reports on buildings and structures erected or altered, permits issued, fees collected and general status of work covered by permits;
 Participates in the ongoing education of the general public on building and zoning codes and requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, materials and tools used in building construction; working knowledge of the New York State Uniform Fire Prevention and Building Code; ability to establish and maintain effective working relationships with public officials, developers, building contractors, and the general public; ability to read and interpret plans and specifications; ability to use a computer with moderate proficiency and to learn appropriate software programs; ability to exercise tact and good judgment in working with the general public; firmness with courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

1. Graduation from a regionally accredited or New York State registered college with an Associate's degree in Construction Technology, Civil Engineering, Architecture, or a closely related field, AND two (2) years of full-time paid experience, or its part-time equivalent, in the design, construction or inspection of buildings as a project manager or as a building contractor, journey-level skilled trades*, or in building code enforcement activities; OR
2. Graduation from high school or possession of a high school equivalency diploma AND four (4) years of full-time paid experience, or its part-time equivalent, as noted in (1); OR
3. A combination of training and experience as defined by the limits of (1) and (2).

BUILDING INSPECTOR

MINIMUM QUALIFICATIONS: (Continued)

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

SPECIAL NOTE: In accordance with Part 1208-3.2 of Title 19 of the New York State Codes, Rules and Regulations, a Building Inspector must complete the Basic Training Program in code enforcement within 18 months of appointment.

* Journey-level skilled trades include experience as a carpenter, electrician, mason, plumber, heating, ventilating and air conditioning technician or welder.

APPROVED: 1/17/91

REVISED: 2/7/19, 8/6/19

CIVIL SERVICE CLASSIFICATION: PART-TIME - NON-COMPETITIVE (in all Towns & Villages)
FULL-TIME – COMPETITIVE

(Ontario County job specification for Building Inspector adopted by Geneva Housing Authority on 12/16/02; adopted by the City of Geneva on 3/18/2020.)

Journey level definition - After an employee has undergone sufficient on-the-job training or completed a formal apprenticeship, a promotion to journey level normally occurs. The worker's promotion depends on knowledge and expertise.