

## **ASSISTANT BUILDING INSPECTOR III**

**LOCATION:** Tioga County Municipalities  
**CLASSIFICATION:** Competitive  
**SALARY:** Varies by location  
**ADOPTED:** 3/29/72; Revised 6/97, Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible inspection position involving the combination of legality and structural safety of new construction and alteration of buildings. Work is performed under general supervision of a Building Inspector or other municipal official. Violations of a serious nature and difficult decisions are referred for review. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Makes field inspections of building construction and materials used;
- Reports violations of building code, zoning and housing ordinances;
- Consults with contractors, owners, state inspectors and fire inspectors in enforcing building codes;
- Investigates and reports on complaints received as to possible violation of the building code and related ordinances as directed;
- Checks plans and specifications which are submitted for building permits;
- Gives out information as to the requirements of the building code and zoning ordinances;
- May issue building permits and certificates of occupancy;
- Maintains records of work completed in progress;
- Prepares oral and written reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern practices, materials and tools used in building construction; good knowledge of the building code, zoning and housing ordinance; ability to establish and maintain cooperative relationship with contractors, owners and the general public; ability to read and interpret plans and specifications; courtesy; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS (Either):**

- (A) Graduation from a regionally accredited or New York State registered college with an associate degree in engineering or architecture; **OR**
- (B) Graduation from high school and two years of full-time paid experience or its part-time equivalent in building construction work; **OR**
- (C) An equivalent combination of training and experience as indicated in (A) and (B).

**NOTE:** Experience as a qualified Municipal Building Inspector or Assistant Building Inspector can be submitted for an equivalent amount of the above required experience.