

Job Description

Title: Superintendent of Building Department (Part-Time)

Department: Building Department

Reports To: Village Clerk, Village Mayor

General Statement of Duties

The Building Inspector is responsible for inspecting building construction, alterations, and repairs to ensure compliance with all applicable laws, codes, and ordinances. The position involves field inspections, plan review, and enforcement actions as necessary. Performs related duties as required.

Complexity of Duties

Under general supervision, the position requires independent judgment and decision-making in determining compliance with codes, enforcing regulations, and ensuring the safety and integrity of structures within the Village.

Typical Duties and Responsibilities

- Conduct field inspections of new construction, renovations, and alterations to verify compliance with building and zoning codes, health and safety regulations, approved plans, and quality of materials and workmanship.
- Investigate complaints regarding potential code or zoning violations.
- Explain and interpret applicable laws, codes, ordinances, and requirements to property owners, taxpayers, contractors, and other stakeholders.
- Verify that new construction projects have the proper permits.
- Notify property owners or contractors of code violations, and conduct reinspection's to confirm corrective actions.
- Review building plans and specifications for compliance and Compose issuance of permits for approved work.
- Maintain detailed records of inspections and prepare reports.

- Issue summonses for violations and provide testimony in court proceedings.
 - Compile data and prepare reports for special projects as assigned.
 - Prepare for, and attend evening Board meetings when needed.
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Required Knowledge, Skills, and Abilities

- Considerable knowledge of building construction methods, materials, and practices.
 - Thorough understanding of building, zoning, and safety codes, as well as state and local laws and regulations.
 - Ability to identify faulty construction, unsafe conditions, or hazards caused by fire, accident, or deterioration.
 - Proficiency in reading and interpreting building plans, specifications, and technical documents.
 - Strong interpersonal skills with the ability to establish and maintain effective working relationships with colleagues, contractors, property owners, and the public.
 - Ability to clearly communicate, both orally and in writing.
 - Strong organizational skills with the ability to maintain accurate inspection records and prepare written reports.
 - Ability to follow both oral and written instructions.
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Minimum Qualifications

- Graduation from high school or equivalent, **and**:
 - (a) Three years of satisfactory contracting and/or inspection experience in the building trades; **or**
 - (b) Two (2) years of satisfactory experience as a Building Inspector.

Substitutions:

- College-level coursework in engineering from a regionally accredited or New York State registered college or university may be substituted for experience:

- Up to two years for option (a), or one year for option (b).
- Additional qualifying experience may be substituted for high school education, up to two years.

Special Requirement:

- Must possess and maintain a valid New York State Driver's License.
 - Must be registered and certified as NYS Code Enforcement Official
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Working Conditions

- Part-time position; schedule may vary depending on inspection demands.
- Work involves both office duties (plan review, reporting) and fieldwork (inspections in various weather and site conditions).