



GERALD D.
JENNINGS
MAYOR

CITY OF ALBANY
DEPARTMENT OF ADMINISTRATIVE SERVICES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
(518) 434-5284

PERSONNEL * EQUAL OPPORTUNITY EMPLOYMENT * FAIR HOUSING * PURCHASING

PLEASE POST CONSPICUOUSLY

June 4, 2013

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Building Inspector
Department of Buildings & Regulatory Compliance

The **Department of Buildings & Regulatory Compliance** has one (1) vacancy for the position of **Building Inspector** at a rate of **\$42,000/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Wednesday, June 19, 2013.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
WEDNESDAY, JUNE 19, 2013

An Equal Opportunity /Affirmative Action Employer

BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Makes inspections of the construction and repair of buildings and structures for compliance with the local building codes and the New York State Multiple Residence Law. This is responsible technical work involving the inspection of construction and repair projects in the city for compliance with approved plans, specifications, the Building Code, the Zoning Ordinance and New York State Multiple Residence Law. Employees in this class may review building applications and plans. Supervision may be exercised over a small clerical staff. The work is performed under the general direction of the Director of the Division of Building & Codes.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Inspects buildings and structures at various stages of construction or repair and upon completion for compliance with approved plans and specifications and all applicable codes and laws;
- Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with applicable zoning and building codes and laws and recommends to the Director as to issuance of building permits and prescribed certificates;
- Investigates complaints, recommends and assists in prosecuting violations of the building code;
- Maintains records of all inspections, certificates of compliance and/or notification of violation in an automated information system;
- Keeps records and files reviews and copies of plans submitted with application for permit;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern practices, principles, materials and tools used in building construction;
- Good knowledge of requirements of the local building zoning codes;
- Working knowledge of various building trades, principles of engineering and architecture;
- Good knowledge of New York State Multiple Residence Law;
- Ability to establish and maintain cooperative relationships with others;
- Ability to read and interpret plans and specifications;
- Good knowledge of personal computers and office equipment;
- Tact;
- Good judgement;
- Physical condition commensurate with the position.

MINIMUM QUALIFICATIONS:

Graduation from high school and three years skilled or semi-skilled experience involving construction and/or skilled building trades.

SPECIAL NOTE:

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Revised: 5/26/76
2/28/01
4/30/08