

## **Notice of Job Opening**

**Position:** Building Inspector (NY HELPS Program)

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the NY HELPS Program, which is under the Non-Competitive class until the expiration of the program.

**Department:** Buildings & Regulatory Compliance

**Vacancies to be filled:** 1

**Rate of Pay:** \$57,018-\$61,952 Annually  
Commensurate with qualifications and experience

**Schedule:** 37.5 hours/week  
8-4pm Monday - Friday

**Application Deadline:**

All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Union Preference:** YES

Applicants who are current members of the Albany Blue Collar Workers Union Local 1961/AFSCME NY Council 66 will be given preference over external candidates, unless the position is entry-level.

**Residency Preference:**

Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County
- Greene County
- Columbia County
- Schoharie County

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Monday, June 29, 2026**

## **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