

## **Notice of Job Opening**

**Position:** Building Inspector

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

\*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

\*\* Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted an exemption for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless an exemption is received and approved by the Office of Human Resources.

**Department:** Buildings & Regulatory Compliance

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$25.88/hours @ 37.5 hours/week

**Schedule:** Monday-Friday 8am-4pm

**Application Deadline:** 11:59pm on Tuesday, May 10, 2022

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

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**Union Preference:** NO

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

**Posted on Tuesday, April 12, 2022.**

## **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