



CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
Telephone (518) 434-5049

KATHY M. SHEEHAN
MAYOR

ANN GIARD-CHASE
DIRECTOR OF HUMAN RESOURCES

PLEASE POST CONSPICUOUSLY

January 16, 2019

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Building Inspector
Buildings & Regulatory Compliance

The department of **Buildings & Regulatory Compliance** has one (1) vacancy for the position of **Building Inspector** at a rate of **\$45,849.96/year**.

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 submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. **Thursday, February 14, 2019**.

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
THURSDAY, FEBRUARY 14, 2019
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