

DEPUTY CHIEF INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the study and evaluation of building plans and specifications within the jurisdiction of the City Buildings & Regulatory Compliance Department for compliance with applicable zoning and building codes. This is supervisory and technical work involved in the inspection of buildings under construction and existing structures and property for the purpose of enforcement of local codes, ordinances and state laws in the interest of public safety. Supervision is exercised over technical personnel in accomplishing the programs and procedures of the division. The work is performed under the management of the department.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reviews plans and specifications for new and existing structures and monitors compliance with established building and zoning codes and ordinances;
- Routes plans and specifications to all departments and inspectors having responsibility for review of special aspects of the plans;
- Coordinates special and general reviews of plans and specifications;
- Prepares written reports on deficiencies found in plans and specifications and communicates deficiencies to individuals responsible for the preparation of the plans and reviews corrections of deficiencies;
- Reviews plan amendments, which may be submitted during the course of constructions and coordinates amendments with field inspection personnel;
- Reviews the work of inspection staff by observation and review of reports;
- Assigns and/or supervises the assignment of inspectors daily work schedules for activities;
- Reviews non-compliant property cases along with legal counsel for court action;
- Educates the public on the permit process; handles complaints and answers technical questions;
- Assists in preparing for hearings pertaining to code enforcement inspections;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of State and Local zoning and building code;
- Thorough knowledge of the structure, functions and operation of the department;
- Working knowledge of office software programs (i.e. Microsoft Word and Excel);
- Ability to evaluate plans in accordance with established codes and laws and monitor compliance and make recommendations;
- Ability to apply guidelines, procedures and policies governing building plans and specifications;
- Ability to prepare written material;
- Ability to communicate and deal effectively with others;
- Ability to establish and maintain good working relationships with others;
- Tact;

- Courtesy;
- Good judgment;
- Integrity;
- Initiative;
- Resourcefulness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in Engineering Technology, Architectural Technology, Construction Technology or a related field and four (4) years of fulltime paid experience (or its part-time equivalent) in plan review, plan preparation, construction inspection or code enforcement, in which at least one (1) year must have been in a supervisory capacity;
OR

(B) Graduation from high school or possession of an equivalency diploma and five (5) years of experience (or its part-time equivalent) in plan review, plan preparation, construction inspection or code enforcement in which at least one (1) year must have been in a supervisory capacity.

SPECIAL REQUIREMENT:

- A valid NYS Driver's License is required at the time of appointment and for the duration of employment.
- Must be certified through New York State as a Code Enforcement Officer at time of appointment and for the duration of employment.