



Building Inspector/Fire Marshal/Code Enforcement Officer Job Description

Reports to: Mayor

Job Summary:

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations; secures compliance with Municipal Building Codes and related ordinances; responsible for all internal and external fire prevention and “all risk” mitigation activities.

Job Description:

- Maintains the property files on all private and public property in the Village
- Review plans to ensure they meet building codes, local ordinances and zoning regulations
- Approve building plans that are satisfactory
- Monitor construction sites periodically to ensure overall compliance
- Inspect plumbing and other systems to ensure they meet code
- Issue violation notices and stop-work orders until building is compliant
- Keep daily logs, including photographs taken during inspection
- Provide written feedback related to the findings
- Conducts investigations of reported code violations on private and public property
- Issues warnings, correction notices and notice of violation
- Assist with cases for hearing and trials by preparing reports, notice of violation and case history documentation for code violation cases to be processed in court, which may include giving testimony on behalf of the Village
- Tracks progress of violations and compliance
- Maintains all warning, notice, inspection and violation records
- Has responsibility for the inspection of all public buildings in accordance with the provisions of the Fire Prevention Code.
- Reviews building and fire sprinkler plans to assure fire code requirements are met.
- Establishes and maintains comprehensive records of all business transacted such as complaints, inspections, investigations, notices served and permits written
- Attends monthly Village Board and Planning Board/Zoning Board of Appeals meetings.
- A minimum of 24 hours continuing education required to sustain the knowledge necessary to perform the job.
- Perform other duties as assigned.

Supervision:

Works under the general supervision of the Mayor.

This is a non-supervisory position.

Knowledge and Skills:

- Possess a current New York State Basic Code Enforcement Training Certificate
- Understanding of principles and equipment used in building construction
- Local building codes and zoning ordinances
- Basic principles of engineering and architecture
- Fire alarm and sprinkler codes
- New York State Building Construction Code
- Read and interpret working plans, drawings and specifications
- Microsoft Outlook and Office including Excel spreadsheets

Physical Requirements:

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- Must be able to use step stools and ladders to store and retrieve items of various sizes, shapes or forms.
- Work is performed indoors and outdoors. The employee has extensive contact with the public and may be exposed to contaminants. The employee may be required to work in outside weather conditions, in wet or humid conditions, in high or precarious places, near moving mechanical parts, near smoke, fire or extreme heat, near airborne particles, and/or near risk of electrical shock and/or vibration.
- The employee may be required to push, pull, lift and/or carry up to fifty (50) lbs.

Other Requirements

- Must possess and maintain a valid New York Class C Driver's License with a satisfactory driving record.
- Resident of Monroe County
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.