

JOB POSTING

JULY 20, 2021

The Town of Clifton Park has an Opening for a Position as Building Inspector. The Position is full time, and will be offered at a Grade 8 with steps 1-5. The starting compensation will therefore range from \$66,813 to \$73,756 depending upon the experience and qualifications of the successful candidate. The Job description and minimum qualifications for the position is detailed below.

BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the review and approval of plans and specification submitted with applications for building permits. The Building Inspector also inspects existing structures and structures under construction to ensure that the work is being done in accordance with approved plans and specification and in compliance with local and State building codes. Duties are performed under the general direction of Senior Building Inspector or Director of Building and Zoning, with considerable latitude permitted for the exercise of independent judgment in carrying out assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews and approves all plans and specifications submitted with permit applications for compliance to building codes and regulations;
Issues building permits;
Issues certificates of occupancy for multiple dwellings when buildings meet all necessary requirements;
Inspects structures under construction or repair for adherence to plans, specifications, codes and ordinances;
Explains the requirements of the State Building Code, the Energy Conservation Code and Town Zoning Ordinances;
Oversees the correction of unsafe conditions and ensures that necessary safeguards are taken during construction;
Orders that unsafe conditions in existing structures be removed and arranges for the issuance of condemnation notices to owners' hazardous structures;
Investigates complaints and assists in the prosecution of violators of codes and ordinances;
This position in some Towns but not all maybe responsible for storm water management;
Maintains records and prepares required reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern building techniques, materials and tools; good knowledge of State and local building codes and ordinances; ability to read and understand plans and specifications; clerical ability; ability to inspect structures to determine their condition; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Civil Technology, Engineering or Architecture or related field; Or
- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Civil Technology, Engineering or Architectural Technology and two (2) years' experience as a building contractor, journey level trades worker, assistant building inspector or in the design of building construction; Or
- C. Graduation from high school or possession of a GED and four (4) years of experience as a building contractor, journey level trades worker, assistant building inspector or in the design of building construction.

Resolution 87-189 Revised 11/23/87
Revised 1/13/16 Po res 2016-12

Individuals Interested in the position should send resume to Supervisor Phil Barrett through Jean Spiegel at Jspiegel@cliftonpark.org, or contact Ms. Spiegel at (518) 371-6651