

ADVERTISEMENT:

Part Time Assistant Building Inspector

Good knowledge of local codes and ordinances as well as IBC and NYS Uniform Fire Prevention, Building Code and Property Maintenance Code.

Must be able to establish and maintain cooperative relationships with the general public. Must be able to read and interpret plans and specifications. Must be able to communicate orally and possess strong written communication skills. Strong knowledge of office practices, skill in the operation of computer applications including but not limited to word processing, spreadsheets, email, digital calendar, and mobile devices for use in the field is required.

TYPICAL WORK ACTIVITIES:

Conduct fire inspections and rental property inspections, prepare reports. Investigate complaints as well as property maintenance issues throughout Village. Issue notices of violations to violators when sufficient evidence exists and follows up to completion. Issues appearance tickets and testifies in court when required.

MINIMUM QUALIFICATIONS:

- Graduate from high school or possession of a high school equivalence diploma
- (2) Years of building inspection, code enforcement or building construction experience.
- Possess active New York State Basic Code Enforcement Training Certificate
- Possess and maintain a NYS valid driver's license