

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK

MAYOR RICHARD THOMAS

POSITION: Building Inspector

DEPARTMENT: Department of Buildings

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

OPENING DATE: 10/11/2018

CLOSING DATE: 10/24/2018

SALARY RANGE: \$ 54,421.73 - \$69,522.92

RESIDENCY REQUIREMENTS: MUST BE A RESIDENT OF WESTCHESTER COUNTY

APPLICATION INSTRUCTIONS:

Resumes and letters of interest should be addressed to:

City of Mount Vernon

Department of Human Resources

1 Roosevelt Square, Room 211

Mount Vernon, New York 10550

Or submitted via e-mail to: CityofMountVernonHR@cmvny.com

DISTINGUISHING FEATURES OF THE CLASS: Enforces Federal, State and Municipal codes and zoning ordinances with inspection of building constructions and repair of new and existing structures. Investigate complaints, report writing and maintain a cooperative relationship with property owners and contractors; conducts inspections as assigned by the Commissioner and Deputy Commissioner. The work involves direct responsibility for the inspection of building constructions and repair of new and existing commercial and residential structures and inspection of existing residential properties for compliance with Federal, State and Municipal building codes. The work is performed under the general supervision of the Commissioner and Deputy Commissioner, to whom difficult or complex problems are referred. Independent judgment is exercised and errors in judgment may endanger lives and property of the City's inhabitants. Supervision is not normally a responsibility of this position. In this position the incumbent is an independent contributor and therefore has no direct report. Does related work is required.

EXAMPLES OF WORK: (Illustrative only)

- Explains Federal, State and Municipal codes and zoning ordinance requirements to contactors and the public;
- Reads and analyzes construction plans for conformance with applicable codes;
- Inspects buildings under construction for conformance to the approved building plans and specifications;
- Inspects existing buildings and structures for unsafe conditions and code violations for all applicable codes;
- Issues violation and condemnation notices to owners and buildings of sub-standard conditions, hazardous structures or zoning violations;
- Investigates complaints and assists in prosecuting cases of violations of Federal, State and local codes, zone ordinances and New York State Multiple Residence Laws and all other applicable codes;
- Keeps records and write reports on all inspection activities;
- Keeps written and computer-generated records.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: All applicants must have a working knowledge of:

- The local zoning ordinance and Federal, State and Local building and housing codes, rules and regulations;
- Inspection techniques and procedures;
- Building construction principles, practices and procedures;
- Microsoft office;
- Must possess the ability to interpret building construction plans and specifications;
- Establish and maintain effective working relationships; communicate effectively orally and in writing; follow oral and written instructions; exercise diplomacy; tact and courtesy; integrity; good judgment; be detailed oriented and be aware of surroundings and physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

(A) Graduation from a regionally accredited or New York State registered four-year college or University with a Bachelor's Degree in Architecture, Engineering or a related field and one (1) year of building construction experience involving compliance and/or construction related activities for new buildings and structures, including alterations; OR

(B) Graduation from a regionally accredited of New York State registered two-year College or university with an Associate Degree in Architecture, Engineering or a related field and three (3) years' experience as described in (a) above; OR

(C) Graduation from high school or possession of a High School Equivalency Diploma and five (5) years' experience as described in (a and b) above.

SPECIAL REQUIREMENT:

- At the time of appointment, applicant must possess a valid New York State Driver's License
- The applicant must be able to obtain certification from NYS Division of Code Enforcement and Administration, within the first 18 months of appointment.