

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 sexual harassment or reprisal.

OPENING DATE: March 27, 2019

CLOSING DATE: April 10, 2019

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

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:

The Building Inspector for the Department of Buildings reports to the Department's Commissioner and Deputy Commissioners. This role is responsible for conducting inspections of repairs and construction of buildings to ensure compliance with State and municipal building codes as well as zoning ordinances. The ideal candidate will possess keen observation skills as well as substantive knowledge of State and municipal building codes and zoning ordinances. Candidates will be required to demonstrate thorough knowledge of modern building and construction practices, materials and tools. Applicants must also possess a valid New York State driver's license.

Examples of Work: (Illustrative only)

- Explains state and municipal building code requirements to contractors and general public
- Inspect buildings under construction for violations of code requirements for reinforced concrete, timber,
- Inspects existing buildings and structures for unsafe conditions and code violations, including elevators, escalators and dumbwaiters.
- Orders corrections and improvements; Issues violations and condemnation notices to owners and buildings of sub-standard or hazardous structures;
- Investigates complaints and assists in persecuting cases of violations of building code, zoning ordinance, and New York State Multiple Residence Law
- Reads and analyzes construction plans for conformance with applicable codes
- Responsible for inspecting plumbing, electrical, and other systems ensure that they meet code requirements.
- Interpret plans and other building specifications; maintains detailed inspection activity records and reports; reviews plan to ensure that they comply with building codes, local ordinances, zoning regulations, and contract specifications
- Monitor construction sites periodically to ensure overall compliance, utilizes survey instruments, metering devices, and test equipment to perform inspections; verify alignment, level, and elevation of structures in order to ensure that buildings meet specifications, keep daily logs, including photographs taken during inspections; provide written documentation of findings

Required Credentials:

- A bachelor's, or master's degree in civil, environmental technology and sustainability or architectural engineering or a closely related field and one year of experience in code enforcement or a construction trade including but not limited to plumbing, electrical, masonry or carpentry.
- An Associate degree in civil, environmental technology and sustainability, or architectural engineering or a closely related field and three years of experience in a construction trade defined above.
- A high school diploma or GED, and five years of experience in a construction trade defined above.
- An equivalent combination of training and experience as defined 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.