

JEFFERY M. LANIGAN
MAYOR



MARK DOMENICO
CHIEF CODE ENFORCEMENT
OFFICER

OFFICE OF THE ASSESSOR
ROME CITY HALL ♦ 198 N. WASHINGTON STREET
ROME, NEW YORK 13440-5815
(315) 339-7614 ♦ FAX (315) 838-1164
www.romenewyork.com

NOTICE

JOB OPENING

Assistant Building Inspector

Competitive (Provisional)
Location: Rome City Hall
Department of Codes

2024 PAY SCALE from 2023 – 2027 CSEA contract
Grade 118 - \$53,579 to \$70,225

WORK WEEK

7 HRS. PER DAY, 35 HRS. PER WEEK
Monday – Friday 8:30am – 4:30pm

QUALIFICATIONS

Please see attached job description

MUST PASS New York State
Civil Service Exam for permanent appointment

Please contact Mark Domenico 315-838-1703
October 25, 2024

ASSISTANT BUILDING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the city Code Enforcement Office and involves junior administrative responsibility for reviewing plans and specifications submitted with building permit applications for construction, repair, alteration or demolition of buildings. Responsibilities may also be related to the rehabilitation aspects of housing and commercial programs, including, but not limited to, municipality-owned housing and commercial buildings. Supervision of inspection and clerical functions of the office is exercised as directed by the Building Inspector. The Assistant Building Inspector acts for and in place of the Building Inspector in the latter's absence. The work is performed under the general supervision of the Building Inspector. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Examines and approves or disapproves plans and applications for construction, repair, alterations, and demolition of buildings for compliance with pertinent building codes and zoning laws;
- Assigns field inspections to subordinate inspectors and checks results in accordance with general instructions received from the Building Inspector;
- Certifies applicants when plans are approved and sets appropriate fee;
- Notifies applicants of disapproved plans or advises on proper appeal procedure;
- Answers inquiries by telephone and correspondence on the work of the Codes Enforcement Office;
- Oversees the issuance of permits (for oil burners and gas conversion and forms required by multiple dwelling laws-delete)(add – all work required as per the New York State Building Code);
- Oversees and participates in all record keeping, report preparation and other clerical work connected with these activities;
- Personally makes field inspections as required when necessary;
- Orders the repair and demolition of unsafe buildings and advises the Corporation Counsel in cases of non-compliance;
- Performs a variety of related duties as required.
- A staff member to the Real Property Committee;
- May be a staff member to the Zoning Board of Appeals (ZBA).

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern tools. Materials, procedures and terminology used in building construction and repair;
- Thorough knowledge of the local building and NYS Building Code code, laws and regulations;
- Ability to read and interpret building plans, sketches and blueprints;
- Ability to supervise the work of others;
- Ability to establish and maintain cooperative relationships with the public;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either;

- (a) Graduation from a regionally accredited or NYS registered four (4) year college or university with a bachelor degree in construction, engineering or architecture; OR
- (b) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate Degree in construction, engineering or architectural technology and three (3) years of experience in building construction activities, two (2) years of which shall have included the review and interpretation of plans, sketches and blueprints; OR
- (c) Graduation from high school, or possession of a high school equivalency diploma and five (5) years of experience in building construction activities, two (2) years of which shall have included the review and interpretation of plans, sketches and blueprints; OR
- (d) Any equivalent combination of training and experience as defined by (a) and (b) above.

Revised (no date) Reviewed 4-1-06 (Gr. 116) Revised: 3-11-08 RCSC meeting