

POSTED OCTOBER 5, 2023
TOWN OF ULSTER BUILDING DEPARTMENT

BUILDING INSPECTOR I

DISTINGUISHING FEATURES OF THE CLASS: The position includes the responsibility of performing professional building inspection work under a higher-level Building Inspector and/ or Municipal Code Officer. Work is performed in accordance with established procedures and involves the inspection of new construction and existing structures, the review of various plans, specifications, applications and related materials, the issuance of building permits and certificates of occupancy, and the enforcement of the New York State Uniform Fire Prevention and Building Code and other related laws, codes and ordinances concerning building standards and fire prevention. Incumbents in this class review all plans and inspect all construction in the municipality with the exception of large-scale construction and construction which involves the use of reinforced concrete or structural steel. Such work must be performed by a licensed professional engineer or a registered architect.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

- Reviews and approves or disapproves plans and specifications submitted with building permit applications for compliance with the Uniform Fire Prevention and Building Code and other related laws, codes and ordinances concerning building standards and fire prevention.
- Inspects building and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws.
- Issues building permits and furnishes the prescribed certificates of occupancy upon application after completion of construction or repair.
- May check permit applications for compliance with zoning ordinances including size requirements for land and size restrictions for signs and buildings, and the possible requirement of a zoning variance.
- Explains the requirements of the Uniform Fire Prevention and Building Code, and other related laws, codes and ordinances concerning building standards and fire prevention to building contractors and the general public.
- Inspects buildings which contain a combustible or ignitable substance, available for sale, used for heating or cooking or any

other reason for compliance with the Uniform Fire Prevention and Building Code.

- Inspects existing buildings and structures to insure their conformity with safety standards.
- Orders unsafe conditions in existing buildings and structures to be removed and arranges for condemnation notices to owners of hazardous buildings and structures.
- Monitors buildings and structures during construction and orders correction of illegal or unsafe conditions.
- Investigates complaints and assists in prosecuting violations of the Uniform Fire Prevention and Building Code, and other related laws, codes and ordinances concerning building standards and fire prevention.
- Maintains records of acts and decisions.
- Prepares reports on buildings and structures erected and altered, of permits issued, of fees collected and of estimated costs of work covered by such permits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern practices, principles, materials and tools used in building construction and maintenance; good knowledge of the requirements of the New York State Uniform Fire Prevention and Building Code, and other related State and local codes and ordinances; good knowledge of the building trades; good knowledge of the principles and practices governing the storage and distribution of combustibles; working knowledge of the principles of engineering and architecture; ability to establish and maintain effective working relationships with government officials, construction trades people and the public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's Degree in Engineering, Architecture, Construction Technology, or a related field; and four (4) years of work experience in building construction; **OR**
- Graduation from high school or possession of a high school equivalency diploma and eight (8) years of work experience in building construction or substantially similar work; **OR**
- An equivalent combination or training experience as described in A and B above.
- The ability to perform required duties; not limited to, climbing ladders, inspecting roofs, and other similar physical activities. Must be able to read and interpret blueprints.

Note: After appointment in this class, incumbents are required to complete any training which may be mandated by the New York State Department of State.

Special Requirement: Effective January 1, 2015, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and/or New York State Energy Conservation Construction Code shall be required to complete the code enforcement official basic training program as outlined-in Title 19 of New York Codes, Rules, and Regulations (NYCRR), part 1208 - Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c), within the shorter of eighteen (18) months after the date of initial appointment or eighteen (18) months after the date of first attendance at a course included in the basic training program, or have obtained certification pursuant to the provisions of Section 1208-5.4. In addition, they are required to maintain active code enforcement official certification on an annual basis by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208- 3.4. It is the responsibility of the appointing authority to ensure that employees who have been certified as code enforcement officials maintain their certification on an annual basis pursuant to these sections throughout the duration of their employment.

TO APPLY:

1. COMPLETE ATTACHED TOWN OF ULSTER EMPLOYMENT APPLICATION
2. COMPLETE A RESUME
3. SUBMIT APPLICATION AND RESUME IN PERSON OR MAIL TO:

TOWN OF ULSTER SUPERVISOR'S OFFICE
1 TOWN HALL DRIVE
LAKE KATRINE, NY 12449

Town of Ulster

Application for Examination or Employment

Leave this space blank.
Date Received: _____

Title of Position for which you are applying:

Leave this space blank.

Approved: _____
Disapproved: _____
Conditional: _____

Name: _____ **SS#** _____ - _____ - _____
Last First MI Suffix

Please state any other name(s) previously used in education or employment: _____

Mailing Address:

_____ Street or P.O. Box (if P.O. Box, fill in Residence Address below) City State ZIP

Physical Address:

_____ Street (if P.O. Box or different than Mailing Address) City State ZIP

Primary Phone: _____ **Secondary Phone:** _____

Email Address: _____

State your current permanent legal residence for each of the geographic areas below, indicating the length of continuous residence to date.		Length of Residency (Yrs./Mos.)	
School District			
Town			
Village			
County			
State			

Are you 18 years of age? Yes No If you are under 18, you will need to provide current working papers.

If the position for which you are applying has minimum/maximum age limits (per announcement,) please enter your birth date:

_____ (MM/DD /YYYY)

Do you possess certification as an exempt volunteer firefighter? Yes No

If you have ever been employed by the County of Ulster or any civil division therein (city, town, village, school district, or special district) please state location(s) and date(s) of employment:

The Town of Ulster is an Equal Opportunity Employer

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1. Are you now serving or have you ever served in the Armed Forces of the United States on a full-time active duty basis other than active duty for training purposes?

Yes No

If "No", omit questions 2 through 5.

2. If you served in the Armed Forces of the United States, did you receive a discharge which was other than honorable? Yes No

NOTE: A DISHONORABLE DISCHARGE OR BAD CONDUCT DOES NOT AUTOMATICALLY DISQUALIFY YOU.

3. Did you serve in the Armed Forces of the United States during any of the following periods?

A. December 7, 1941 to December 31, 1946

B. June 27, 1950 to January 31, 1955

C. December 22, 1961 to May 7, 1975

D. August 2, 1990 to "date to be determined"

E. U.S. Public Health Service: July 29, 1945 to December 31, 1946, or June 27, 1950 to July 3, 1952

Yes No

Did you receive an expeditionary medal for any of the following conflicts?

F. Lebanon - June 1, 1983 to December 1, 1987

G. Grenada - October 23, 1983 to November 21, 1983

H. Panama - December 20, 1989 to January 31, 1990

Yes No

I. I am currently on active duty (for other than training purposes).

Yes No

4. Since January 1, 1951, have you ever used additional credits as a veteran for **appointment** to any position in the public employment of New York State or any of its civil divisions?

Yes No

5. Are you: A non – disabled war veteran_____

A disabled war veteran _____

Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request this application from the Ulster County Personnel Department. The completed forms must be received in the office before the eligible list for this examination is established.

6. Do you have a valid license to operate a motor vehicle in New York State? _____ Yes - Class _____ No

7. FOR EXAMINATION PURPOSES ONLY: Check below if you desire special status because you are a:

A. _____ Sabbath Observer and cannot be tested on Saturdays for religious reasons.

B. _____ Disabled Person: Indicate type of assistance required under "REMARKS" on the last page of this application.

8. EXAMINATIONS IN OTHER JURISDICTIONS - Candidates wishing to participate in additional examinations for New York State or other jurisdictions on the same day, must apply individually to each jurisdiction. If you intend to do this indicate, under "REMARKS" on the last page of this application, the jurisdictions to which you have applied, and the examination site at which you plan to compete. New York State examinations must be taken at state examination sites. Requests for this type of consideration may not be approved if received after the announced last file date for the examination.

The following sections on education and work experience must be filled in completely. A resume is not sufficient.

9. Have you graduated from high school? Yes No If not, what grade did you complete? _____

Name of school/issuing agency _____

Address: _____

Equivalency diploma #: _____

For College, University, Professional, Technical and other schools or special courses, please provide copies of transcripts.

Name of school and its location	Dates of Attendance From: / / To: / / (month/year)	Full or Part Time	# of years credited	Did you Graduate?	Type of Course or Major	No. of College Credits Received	Degree Earned	Date of Degree
	___/ ___ To ___/ ___							
	___/ ___ To ___/ ___							
	___/ ___ To ___/ ___							
	___/ ___ To ___/ ___							

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10. DESCRIPTION OF EXPERIENCE: In listing your experience, be more specific in describing those which relate to the position for which you are applying. Begin with your most recent employment. You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will not be resolved in your favor. Include military service experience when appropriate. Relevant volunteer (unpaid) experience will be considered if verified and fully documented (unless otherwise stated on the examination announcement). If your title or duties changed materially in the course of your service in any one organization, indicate such change clearly and as a separate employment. (If more space is needed, attach 8 "x 11" sheets of paper using the same format.)

Length of Employment (Mo/Yr)	Firm Name	Address	City and State	Type of Business
From ___/___/___ To ___/___/___				
Your Exact Title	Name of your Supervisor	Supervisor's Title		No. of hours worked per week: FT PT Volunteer

DUTIES: Describe the nature of the work personally performed by you, with estimates of percentages of time spent on each type of work. State size and kind of working force, if any, supervised by you and the extent of such supervision.

Length of Employment (Mo/Yr)	Firm Name	Address	City and State	Type of Business
From ___/___/___ To ___/___/___				
Your Exact Title	Name of your Supervisor	Supervisor's Title		No. of hours worked per week: FT PT Volunteer

Length of Employment (Mo/Yr)	Firm Name	Address	City and State	Type of Business
From ___/___/___ To ___/___/___				
Your Exact Title	Name of your Supervisor	Supervisor's Title		No. of hours worked per week: FT PT Volunteer

Length of Employment (Mo/Yr)	Firm Name	Address	City and State	Type of Business
From ___/___/___ To ___/___/___				
Your Exact Title	Name of your Supervisor	Supervisor's Title		No. of hours worked per week: FT PT Volunteer

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11. Licenses: If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination(s) or position(s) for which you are applying, complete the following. If not currently licensed check this box

Name of trade or profession	License Number	Granted by (Licensing Agency)	
City or State	Specialty	Date License First Issued	Registered (Mo/Yr) From: ___/___/___ To: ___/___/___

12. REMARKS:

13. AFFIRMATION AND AUTHORIZATION TO RELEASE

I affirm that the statements made on this application and any attached papers or documents are true under the penalties of perjury.

I hereby authorize the Town of Ulster Personnel Department, or any person acting on their behalf, to investigate and receive information about me related to the verification of my qualifications and eligibility for the examination or the position for which I am applying. Further, I authorize any person who receives a request to disclose information related to this application, to release any or all information about me to which such person may have access. I specifically authorize such disclosures and agree to hold harmless all corporations, agents or persons who request or release such information.

Check here to indicate that you do not wish your present employer to be contacted at this time.

SIGNATURE

DATE

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sexual orientation, military status, sex, marital status, or disability. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification or discrimination as to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, or marital status in connection with employment in the municipal service of Ulster County. It is the policy of Ulster County to provide equal opportunity to all employees and applicants for employment without regard to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status or any other protected status.
