

Code Safety Inspector (Part Time)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible to inspect and report on existing properties and structures to determine the compliance of the structures as it pertains to the International Property Maintenance and Fire Code, the New York State Uniform Code Supplement and the Town of Colonie Land Use Law. The work is performed under the direction of the Building Department Manager. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Performs property maintenance and fire safety inspections on existing structures and vacant lands;
Reports properties that are out of compliance with the International, New York State and Town codes;
Prepares and maintains all field and office reports using the current Town of Colonie computer programs;
Follows up on violations to assure compliance;
Discusses with the Town residents and property owners the requirements of the various codes involved in compliance;
Receives and responds to complaints either in person or by email regarding fire safety inspection issues and code violations;
Maintains records as required;
Assists the public at the Department counter;
Answers phones and does filing as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices used in property maintenance and fire safety inspections; ability to comprehend existing laws and regulations; good knowledge in the principles and practices of inspecting properties; good knowledge of PC based programs including but not limited to Citiworks; ability to prepare precise and accurate reports on code violations which will be used in legal proceedings against violators; ability to explain regulations to property owners; ability to be courteous; ability to use good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL NOTE: The incumbent must complete 60 hours of certified NYS code training and maintain 6 hours annually of NYS in-service code training. The requirement must be completed within 18 months from time of appointment.

Adopted 4/4/17
Town of Colonie
Personnel Officer