

## ADMINISTRATIVE INSPECTOR (BUILDINGS)

### General Statement of Duties and Responsibilities

This is a management class of positions with several assignment levels. The following are typical assignments within this class of positions. All personnel perform related work.

### Examples of Typical Tasks

Under general direction, plans, administers and coordinates an inspection program of construction, repairs and alterations to structures, elevators, boilers and mechanical installations; directs and coordinates the inspection work of the construction, hoists and rigging, plumbing, boiler, and elevator sections; enforces appropriate work performance standards; trains staff in inspection functions and procedures; explains and enforces departmental rules, regulations, and pertinent codes and laws; develops training curricula; maps inspection districts, allocates personnel, and prepares work schedules; reviews and approves the filing of violations, unsafe building reports and orders for dismissal; may conduct hearings; makes inspection assignments and is responsible for the review, investigation and appropriate disposition of complaints; plans and conducts special surveys and investigations; determines unsafe building conditions and refers unsafe conditions for engineering review; may operate a motor vehicle in the performance of assigned duties; testifies as needed, including at Environmental Control Board (ECB), depositions, and court; maintains records and makes reports; issues stop work orders as necessary; represents the Department at meetings and conferences with representatives of public agencies and private entities; performs related work; or performs assignments equivalent to those described.

Under executive direction, with considerable latitude for the exercise of independent judgement and decision, acts as the consultant to Department of Buildings' executive staff in the planning, promulgation and evaluation of new inspectorial programs; develops inspectorial work performance standards; develops inspectorial operational procedures and practices; develops training curricula; performs confidential investigations involving violations of law; investigates and reports on construction accidents, boiler accidents, major fires and other disasters in structures; performs special assignments and projects; serves as technical consultant, participating in the planning of new inspectorial programs and the improvement of inspectional performance standards to meet the objectives of the Department; makes recommendation for new legislation

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Examples of Typical Tasks (continued)

where required and reviews proposed legislation for the Department; serves on Board of Investigation and Boards of Inquiry in the matters of accident investigation or misconduct by inspectional personnel; may operate a motor vehicle in the performance of assigned duties; or performs assignments equivalent to those described.

Qualification Requirements

1. Seven years of full-time satisfactory experience working at a construction trade or working as an inspector of construction, hoists and rigging, plumbing, boilers, or elevators; at least 18 months of which must have been in a managerial or administrative capacity; or
2. At least two years of experience, as described in "1" above, at least 18 months of which must have been in a managerial or administrative capacity, and a license as a professional engineer or registered architect issued pursuant to the education law; or
3. Education and/or experience which is equivalent to "1" above. All candidates must have at least 2 years of experience as described in "1" above, at least 18 months of which must have been in a managerial or administrative capacity. One year of experience will be credited for each year of apprenticeship in the construction trades or building inspection up to a maximum of three years of the general experience. Education towards a degree in architecture, architectural technology, construction management, engineering, engineering technology, or a related field from an accredited college or university will be credited on the basis of 30 credits for one year of experience, up to a maximum of four years of the general experience. One year of experience will be credited for each year of formal training or education in a field of study relevant to the construction trades up to a maximum of two years of the general experience.

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License Requirement

1. A Motor Vehicle Driver License valid in the State of New York may be required for certain assignments. If required, this license must be maintained for the duration of the assignment.
2. For certain assignments, candidates must qualify for appointment as a Special Patrolman. This status must be maintained for the duration of the assignment.

Direct Lines of Promotion

**From:** Inspector (Boilers) (31620)  
Inspector (Construction) (31622)  
Inspector (Elevator) (31624)  
Inspector (Hoists and Rigging) (31627)  
Inspector (Plumbing) (31629)  
Inspector (Multi-Discipline) (31656)

**To:** None