

# CITY OF GLEN COVE

# EMPLOYMENT OPPORTUNITY

THE CITY OF GLEN COVE  
announces that a vacancy exists in the Department of Public Works for

## BUILDING INSPECTOR

**Grade:** 17

**Salary:** \$56,192 - \$93,130 (Annually)

**Classification:** Competitive: **IMPORTANT:** This position will be filled provisionally until such time as it can be filled permanently from an eligible list created based on the result of a Civil Service exam. Any person receiving a provisional appointment is considered temporarily appointed and may be terminated at anytime. Any provisional employee must apply for and take the appropriate exam. Passing an examination and being “reachable” for appointment while requirements for receiving a permanent appointment do not guarantee a permanent appointment; any candidate that is reachable on the eligible list may be appointed permanently. Permanent appointments are subject to a probationary period. Applicants that are qualified for this present vacancy that are not selected can still apply for the Civil Service exam once posted.

**Distinguishing Features of the Class:** This is highly technical work involving responsibility for the review and approval of plans and specifications submitted with applications for building permits and for inspecting buildings both erected and under construction or repair for compliance with approved plans and specifications, the local building code, the zoning ordinance, the New York State Uniform Fire Prevention and Building Code, the Multiple Residence Law and other laws applicable to building contractors and to the general public. Incumbents do not have responsibility for the examination of plans, for the construction, or for the inspection of large-scale construction involving the use of reinforced concrete or structural steel, but may be required to perform routine inspection activities in connection with structural members. Duties are performed under the general supervision of the Director of the Building Department with considerable latitude permitted for the exercise of independent judgment. Supervision may be exercised over technical and clerical assistants. Does related work as required.

**Typical Work Activities:** Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits; Issues building permits and furnishes the prescribed certificates of occupancy upon approval of application; Inspects buildings and structures both erected or in the process of construction or repair for the compliance with approved plans and specifications and all requirements of applicable ordinances and laws; Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction; Represents the City at all Planning and Zoning Board meetings including regular and special meetings during evening hours; Maintains a record of acts, decisions, job meetings and inspections and provides the Director of the Building Department with a report on the outcome of inspections and a summary of meetings; Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated costs of work covered by such permits for presentation to Mayor and City Council; Explains the requirements of the local building code, the local zoning ordinance, the New York State multiple residence law and other applicable laws to building contractors and to the general public; Performs research and attends trainings to keep current with modern construction methodologies and applicable laws, codes and ordinances; Assists in assuring that all contractors meet necessary licensing requirements of New York State and the City; Maintains all New York State Code Compliance Certifications; Orders unsafe conditions in existing structures be removed and arranges for the issuance of condemnation notices to owners and builders of improper or hazardous structures and issues stop work orders; Inspects existing buildings and structures to insure their conformity with safety standards; May coordinate with the Department of Code Enforcement investigations of complaints assisting in prosecuting violations of the building code and zoning ordinance.

**Required Knowledge Skills and Abilities:** Thorough knowledge of modern practices, principles, materials and tools used in building construction; Thorough knowledge of the requirements of the local building code and the zoning ordinances; Good knowledge of the building trades; Good

knowledge of the New York State Multiple Residence Law; Working knowledge of the principles of engineering and architecture; Ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public; Ability to read and interpret plans and specifications; Ability to plan, assign and supervise the work of others; Ability to communicate clearly and effectively both orally and in writing; Ability to be firm but courteous; Integrity; Honesty; Tact; Good judgment; Physical condition commensurate with the demands of the position.

**Minimum Qualifications:** (A) Graduation from a recognized college with a bachelor's degree in engineering or architecture AND two (2) years of experience in building construction work; OR (B) Graduation from a recognized college with an associate's degree in engineering or architecture AND four (4) years of experience in building construction work; OR (C) Graduation from high school or possession of a high school equivalency diploma AND six (6) years of experience in building construction work.

**Special Requirements:**

A valid New York State Driver's License.

**Drug/Alcohol Testing During Employment:**

The City of Glen Cove strives to be a Drug Free Workplace, and the City seeks to provide a workplace free of controlled substances (illegal drugs and drugs that have medical uses but are highly addictive) and alcohol use by prohibiting the manufacture, sale, distribution, possession without prescription, and/or use of controlled substances and/or alcohol without a prescription in the workplace. To that end, the City has programs and policies relating to Reasonable Suspicion Drug & Alcohol Testing, Random Drug & Alcohol Testing of Drivers of City Vehicles and DOT Drug & Alcohol Testing for CDL Licensed Drivers.

**Applications:**

Applications must be received in the Personnel Office by: Friday, July 9, 2021. Applications for this position may be obtained from the Personnel Office in City Hall, Room 205 located at 9 Glen Street, Glen Cove, NY 11542.

*This posting is for filling a position provisionally pending the outcome of a Civil Service examination to be held in the future. City of Glen Cove residents and current City of Glen Cove employees may take preference. For more information about Civil Service employment, call (516) 676-4814.*

*The City of Glen Cove is an Equal Opportunity/Affirmative Action Employer*

(Issued: 06/21/2021)

(Please remove posting after: 07/09/2021)

Applications are available on the City website [GlenCoveNY.gov](http://GlenCoveNY.gov) where you can...

**[APPLY NOW -- DOWNLOAD APPLICATION BY CLICKING HERE](#)**