

## INSPECTOR (CONSTRUCTION)

### General Statement of Duties and Responsibilities

This class of positions encompasses technical work in the inspection of construction, repairs or alteration of structures, elevators and mechanical installations for conformance to codes, rules, laws, plans or specifications. There are four assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work.

### Assignment Level I

Receives training in and, under close supervision, performs technical work in the inspection of construction, repairs or alteration of structures for conformance to codes, rules, laws, plans or specifications.

### Examples of Typical Tasks

Performs field surveys and sweeps of work sites and structures to check for conformance to codes, rules, laws, plans or specifications.

Using specified guidelines and standards, inspects structures under construction, alteration or repair for conformance to codes, rules, laws, plans or specifications.

Studies architectural and engineering drawings of buildings and other structures to obtain details for inspections.

### Assignment Level II

When necessary, performs the duties described under Assignment Level I provided these do not represent the majority of job responsibility over an extended period of time. In addition, performs tasks such as the following:

INSPECTOR (CONSTRUCTION) (continued)

Assignment Level II (continued)

Examples of Typical Tasks

Under general supervision, performs technical work in the inspection of construction, repairs or alteration of structures for conformance to codes, rules, laws, plans or specifications.

Visits work locations and inspects all structures including all structural components of one- and two-family dwellings under construction, alteration or repair for conformance to codes, rules, laws, plans or specifications.

Inspects buildings damaged by fires or accidents and buildings prior to or after being moved, and files violations for unsafe conditions; inspects manholes, trunk lines, and transformer vaults during construction; inspects job sites for compliance with zoning and labor laws; inspects demolition of structures; inspects theaters, hotels, hospitals, halls, amusement park structures and other places of assembly as to conditions of safety.

Checks material used as to quality, grade marks and identifying marks.

Responds to, reports and investigates accidents, incidents and complaints.

Issues violations, summonses and stop work orders, and advises recipient regarding the nature of the violation.

Verifies licenses of onsite workers.

Testifies as needed, including at Environmental Control Board (ECB), depositions, and court.

Prepares and maintains reports of inspections; maintains records and makes reports.

**INSPECTOR (CONSTRUCTION)** (continued)

**Assignment Level II** (continued)

**Examples of Typical Tasks** (continued)

May train subordinates; may assign, supervise, review and evaluate work of subordinates.

May assist supervisor.

May operate a motor vehicle in the performance of assigned duties.

**Assignment Level III**

When necessary, performs the duties described under Assignment Level I or II provided these do not represent the majority of job responsibility over an extended period of time. In addition, performs tasks such as the following:

Under direction, performs highly technical or supervisory work in the inspection of construction, repairs or alterations of structures, elevators and mechanical installations for conformance to codes, rules, laws, plans or specifications.

**Examples of Typical Tasks**

Recommends legislative changes and reviews proposed legislation for the Department.

Instructs newly assigned Inspectors in their field and office duties.

Conducts special inspections involving damage caused by serious fires, explosions or collapses.

Performs joint inspections.

**INSPECTOR (CONSTRUCTION)** (continued)

**Assignment Level III** (continued)

**Examples of Typical Tasks** (continued)

May review applications for construction, repairs, or alternation of structures; or for construction related licensure by the Department of Buildings.

Represents the Department at meetings and conferences with representatives of public agencies and private entities.

May operate a motor vehicle in the performance of assigned duties.

**Assignment Level IV**

When necessary, performs the duties described under Assignment Levels I, II or III provided these do not represent the majority of job responsibility over an extended period of time. In addition, may perform tasks such as the following:

Under general direction, performs highly technical or supervisory work in the inspection of construction, repairs or alterations of structures, elevators and mechanical installations for conformance to codes, rules, laws, plans or specifications, performs or oversees inspections of a highly complex nature, or in exceptionally unusual circumstances; performs related work.

**Examples of Typical Tasks**

Plans, directs, and coordinates the inspection program of a team or unit. Organizes and administers a program of inspection of the construction, alteration and repair of building and other structures to ensure conformance to codes, rules, laws, plans or specifications.

Recommends approval of payments on open market orders, and partial and final contract payments following review and evaluation of inspectional operations and reports.

**INSPECTOR (CONSTRUCTION)** (continued)

**Assignment Level IV** (continued)

**Examples of Typical Tasks** (continued)

Confers with architects, engineers, contractors, and inspectional personnel on special construction problems relative to the interpretation of codes, standards, contract specifications or departmental rules and regulations. Enforces appropriate work performance standards. May operate a motor vehicle in the performance of assigned duties.

Oversees inspection audits, criminal enforcement, interagency operations, and sweeps.

Makes joint inspections with other inspectors or makes special field inspections when unusual conditions are encountered.

May assist in developing training curricula.

May examine plans of buildings or other structures for conformance to codes, rules, laws, plans or specifications; and make written reports of objections.

May operate a motor vehicle in the performance of assigned duties.

**Qualification Requirements**

1. Two years of full-time satisfactory experience working in the construction trades as a carpenter, mason, ironworker, plasterer, architect, engineer, building construction superintendent, or inspector of building construction, or in related work. Working as a roofer, painter, sheet-metal worker, metal lather, sheetrock taper, glazier, or insulation installer is not acceptable experience; or

**INSPECTOR (CONSTRUCTION)** (continued)

**Qualification Requirements** (continued)

2. A license as a professional engineer or registered architect issued pursuant to the New York State Education law or a license as a Site Safety Manager issued by the NYC Department of Buildings; or
3. Sixty credits towards a degree in civil engineering, engineering technology, architecture, architectural technology, construction management, or a closely related field from an accredited college or university; or
4. One year of experience as described in “1” above and one year of formal training or education in an acceptable construction program given in a college, technical school or trade school; or
5. Completion of an apprentice program, a minimum of two years in length, in a construction trade or building inspection; or
6. Education and/or experience which is equivalent to “1,” “3,” “4,” or “5” above.

**License Requirement**

A Motor Vehicle Driver License valid in the State of New York may be required for certain assignments. This license must be maintained for the duration of the assignment.

**Special Patrolman Status**

For certain assignments, candidates must qualify for appointment as a Special Patrolman. This status must be maintained for the duration of the assignment.

**INSPECTOR (CONSTRUCTION)** (continued)

**Special Note**

To be eligible for placement to Assignment Level II, individuals other than licensed professional engineers, registered architects, or Site Safety Managers, must have, after meeting the minimum requirements, either (a) at least three additional years of experience as described in “1” above or (b) a baccalaureate degree in civil engineering, engineering technology, architecture, architectural technology, construction management, or a closely related field from an accredited college or university and at least one year of experience as described in “1” above.

To be eligible for placement to Assignment Level III, individuals other than licensed professional engineers or registered architects must have, after meeting the requirements for Assignment Level II above, at least one additional year of experience as described in “1” above.

To be eligible for placement to Assignment Level IV, individuals other than licensed professional engineers or registered architects must have, after meeting the requirements for Assignment Level III above, at least one year of experience as described in “1” above in a supervisory capacity.

**Direct Lines of Promotion**

**From:** None

**To:** Administrative Inspector (Buildings) (10073)