

EMPLOYMENT OPPORTUNITY



Building Inspector/ Code Enforcement Officer



PART TIME

APPROXIMATELY 5-8 HOURS PER WEEK

CIVIL SERVICE NON-COMPETITIVE

Qualifications:

- Graduation with a Bachelor's Degree in mechanical or construction technology or closely related field and one (1) year of paid experience as a building contractor or in building construction activities; or journey level trades worker; or in the design of buildings; or in the inspection of buildings for safety and compliance codes; or in working with a fire fighting organization; **OR**
- Graduation with an Associate's Degree in mechanical or construction technology or closely related field and three (3) years of paid experience as a building contractor or in building construction activities; or journey level trades worker; or in the design of buildings; or in the inspection of buildings for safety and compliance codes; or in working with a fire fighting organization; **OR**
- Graduation from high school or possession of an equivalency diploma and five (5) years of paid experience as a building contractor or in building construction activities; or journey level trades worker; or in the design of buildings; or in the inspection of buildings for safety and compliance codes; or in working with a firefighting organization; **OR**
- Employees must complete the initial NYS required courses designed for building inspection and code enforcement personnel within eighteen (18) months of appointment and must complete annual in-service training to maintain certification; or possess the NYS

Typical Work Activities:

- Investigate and inspect buildings, structures, and premises to detect violations of municipal codes or ordinances
- Respond to citizen complaints and investigate code violations and follow up with appropriate actions
- Prepare reports of violations and issue citations
- Provide code information and assistance to building contractors and the general public
- Monitor construction projects for compliance with codes and ordinances
- Participate in related hearings and court proceedings as needed
- Controls construction, erection, repair, alteration, demolition, removal, or occupancy of all structures within the jurisdiction
- Responsible for approving permit applications, issuing or denying permits, stop-work orders, inspections, violations noted, certification of occupancy condemnation notices, and job completion records
- Authorized to enforce all fire prevention regulations for all structures within the jurisdiction in compliance with related codes
- Reviews and approves plans and specifications submitted with permit applications for compliance with building codes and regulations;
- Explains the requirements of the state and municipal building codes to contractors and the general public;
- Interprets the zoning ordinance and issues all building permits and certificates of occupancy;
- Inspects buildings in the process of construction in order to ascertain that code requirements for reinforced concrete, timber, structural steel, footings and wall sizes are met;
- Inspects existing buildings and structures and notes general condition and safety for continued use;
- Orders corrections and improvements;
- Issues condemnation notices to owners and builders of improper or hazardous structures;
- Investigates complaints and assists in prosecuting cases of violations of the building codes and other ordinances assigned;
- Maintains records and issues reports of building and inspection activities;

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

- Thorough knowledge of the New York State Uniform Fire Prevention and Building Code as well as the Code of the local municipality
- Thorough knowledge of modern practices, principles, materials and tools used in the building construction
- Knowledge of the proper installation of heating, lighting, ventilation and plumbing fixtures
- Ability to prepare clear and concise reports
- Ability to understand complex oral and written directions
- Ability to establish and maintain effective working relationships with government officials and the general public
- Strong analytical and problem-solving skills

Salary \$25.00 – \$29.00 per hour, commensurate with experience and qualifications.

Preference given to Village of Barker residents **applicants must resident in Niagara County**

Pick up an Application at the Village Hall, 8708 Main Street or
Visit our website under the Employment page for the Application

www.villageofbarker.gov

Applications due March 25, 2026