

ASSISTANT PLUMBING INSPECTOR

GENERAL STATEMENT OF DUTIES: Assists in the inspection of, installation of, and repairs to plumbing facilities in buildings and structures and in the enforcement of the provisions of the local plumbing code and other applicable laws and ordinances; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Building Inspector, incumbents of this position assist in reviewing plans and specifications submitted with plumbing permit applications, and in the inspection of plumbing facilities in existing buildings and buildings under construction or repair for compliance with approved plans and specifications, the local plumbing code and other applicable laws and ordinances. Supervision is not usually a function of this position.

EXAMPLES OF WORK: (Illustrative Only)

Reviews plans and specifications submitted with plumbing permit applications for compliance with the plumbing code and other applicable laws and ordinances, prior to issuing permits;

Issues plumbing permits under the direction of the Building Inspector;

Inspects piping, traps, fixtures, drainage and other plumbing facilities on buildings and structures in the process of construction or repair to see that work is being carried out in accordance with approved plans and specifications and applicable ordinances and laws;

Investigates complaints and reports violations of plumbing code and other applicable ordinances and laws to the Building Inspector;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software. .

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern practices, principles, materials and tools used in the plumbing trade; good knowledge of the requirements of the local plumbing codes and the New York State Multiple Residence Law; ability to establish and maintain co-operative relationships with other public officials, building and plumbing contractors and with the general public; ability to be firm but courteous; **ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software**; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three years of experience in installation and/or repair of plumbing facilities.

SPECIAL NOTE: Effective January 1, 1985, code enforcement personnel who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code and who commence employment on or after that date shall be required to complete the prescribed minimum basic code enforcement training courses.

SPECIAL NOTE: Appointing jurisdictions may have established licensing requirements for this position in their local codes. Candidates must meet these licensing requirements at time of appointment.