

**Building Inspector / Plan Examiner**

**Department: Building Department**

**Location: Village of Great Neck Estates**

**Reports To: Village Administrator, Village Clerk**

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### **General Description**

The Building Inspector / Plan Examiner is responsible for reviewing construction plans, issuing permits, conducting inspections, and enforcing the New York State Uniform Fire Prevention and Building Code, Village Code, and applicable Nassau County regulations. The position ensures that construction, alteration, and occupancy of buildings within the Village are safe, code-compliant, and properly permitted.

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### **Essential Duties and Responsibilities**

#### **Plan Examination**

- Review and examine building plans, specifications, and permit applications for compliance with:
  - NYS Uniform Fire Prevention and Building Code
  - NYS Energy Conservation Construction Code
  - Village Code and Zoning Ordinances
  - Nassau County and applicable state and federal regulations
- Identify deficiencies and request revisions as necessary.
- Provide technical guidance to applicants, architects, engineers, contractors, and property owners.
- Coordinate plan reviews with Nassau County, Fire Marshal, and other regulatory agencies when required.

#### **Inspections**

- Conduct inspections of residential and commercial structures during all phases of construction, alteration, and demolition.
- Inspect for compliance with approved plans, codes, and permit conditions.
- Perform final inspections and issue Certificates of Occupancy and Certificates of Compliance.
- Investigate complaints related to unsafe structures, illegal construction, and code violations.

#### **Code Enforcement**

- Enforce Village Code, zoning regulations, and NYS building codes.
- Issue notices of violation, stop-work orders, appearance tickets, and compliance orders when necessary.

- Maintain accurate inspection records, reports, and case files.
- Appear in Village Court as required to provide testimony.

## **Administrative Responsibilities**

- Process and issue building permits, certificates, and related documentation.
- Maintain permit tracking, inspection schedules, and departmental records.
- Assist in updating building department policies and procedures.
- Provide reports and recommendations to Village officials and boards as requested.

## **Public Interaction**

- Serve as a point of contact for residents, developers, and contractors.
- Respond to inquiries regarding code requirements, permits, and inspections.
- Attend Village meetings, Planning Board, Zoning Board of Appeals, or Architectural Review Board meetings as required.

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## **Qualifications**

### **Education and Experience**

- Graduation from high school or possession of a high school equivalency diploma.
- **Minimum of 3–5 years** of experience in building construction, inspection, plan review, architecture, engineering, or a related field.
- Experience with municipal code enforcement preferred.

### **Certifications**

- Must hold or obtain **NYS Department of State Code Enforcement certifications**, including:
  - Building Inspector
  - Plans Examiner
- Must meet Nassau County and NYS continuing education requirements.

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of the NYS Uniform Fire Prevention and Building Code and Energy Code.
- Working knowledge of zoning laws, construction methods, and materials.
- Ability to read and interpret construction drawings and specifications.
- Strong written and verbal communication skills.
- Ability to enforce regulations firmly, tactfully, and impartially.
- Proficiency with computer systems, permitting software, and record-keeping.

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### **Special Requirements**

- Possession of a valid New York State driver's license.

- Ability to perform field inspections in varying weather conditions.
- Ability to climb ladders, access confined spaces, and navigate construction sites safely.

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## **Compensation and Benefits**

- Salary commensurate with experience and qualifications.
- Benefits per Village and civil service agreements, if applicable.

**Qualified and interested candidates should submit a resume to the Village Administrator at**  
**Admin@VGNE.com**