



February 16, 2021

Building Inspector

GENERAL PURPOSE OF POSITION:

Performs inspections of residential and commercial construction, both new and existing, for adherence to applicable codes and ordinances.

MAJOR DUTIES AND RESPONSIBILITIES:

- Performs building inspections
- Performs on-site inspections of new and existing structures for compliance with adopted codes and ordinances, structural quality, and safety
- Verifies that structures are constructed in accordance with the approved submitted plans and specifications
- Responds to complaints of dangerous buildings by inspecting and reporting dangerous conditions, evaluating the complaint and taking appropriate action based upon adopted codes, town ordinances, and state laws
- Responds to property maintenance complaints by researching and inspecting the nature of the complaint, evaluating the complaint and taking appropriate action based upon adopted codes, town ordinances, and state laws
- Maintains written records of inspections, which include: code violations cited, date, action taken, and, if necessary, follow-up action taken
- Posts appropriate notices on inspections work, approved or not approved
- Follows up with stop work correspondence, ensuring appropriate action has been taken to correct the situation
- Perform inspections per Town Ordinances
- Perform other duties as directed

JOB CONTEXT:

The Building Inspector is a full-time position in the Planning and Development Department. The person in this position answers directly to the Building Official. The person in this position will spend some time in an office setting reviewing blueprints, answering letters and or emails or telephone calls, writing reports and scheduling inspections. Considerable time is spent in the

field inspecting construction sites with an exposure to a variety, even sometimes extreme weather conditions.

There is some exposure to mechanical, electrical, and other safety hazards in the evaluation of installation and code requirements. The person in this position is exposed to extreme noises, cramped spaces, and poor lighting and ventilation during inspections. Physical work for this position includes, but is not limited to, climbing ladders, crawling in confined spaces, walking and standing while conducting inspections, bends, carries, climbs, kneels, reaches, holds and grips objects.

LICENSES AND CERTIFICATIONS:

The person in this position must possess and maintain a valid driver's license. The person in this position must possess or be able to obtain within a year of hire the following certifications: International Code Council (ICC) One and Two Family Dwelling Combination Inspector, an active IRC Residential Certification and/or ICC Commercial Building Inspector Certification.

EDUCATION AND EXPERIENCE:

An applicant must have four years' experience working in the construction trades as an inspector, tradesman, or plan reviewer. A bachelor's degree from an accredited college or university in the related construction trades is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Construction standards relating to structural, mechanical, plumbing, electrical, and life safety requirements OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- Working knowledge of nuisance abatement inspections and administrative procedures
- Working knowledge of property maintenance inspections and abatement procedures
- Working knowledge of residential building inspection and the permit process
- Knowledge of the most current adopted version of the ICC codes and National Electric Code
- Computer operations and applications, including word processing and spreadsheets
- General functions and operations of municipal government

Skills and Abilities

- Understand, interpret, and enforce applicable codes and ordinances accurately, fairly, firmly and tactfully
- Possess strong oral and written communication skills
- Work effectively and courteously with associates, development community, and the general public
- Distinguish colors to review wiring, piping and material specifications

- Visually identify violations relating to building, mechanical, plumbing, and electrical building codes
- Work as a team member with other employees
- Communicate effectively with associates, architects, contractors, business owner, and the general public
- Work effectively and courteously with design professionals, developers, builders, property owners and the general public
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in heated situations
- Follow Departmental and City policies and procedures

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required.