



Building Inspector

General Purpose:

This person will perform a variety of full performance, para-professional and technical duties as needed to assure compliance with local, county, state and federal uniform building codes and assure compliance with Town zoning ordinances.

Supervision Received:

This position will be under the general supervision of the Clerk/Treasurer and Mayor.

Essential Functions:

Building Inspection:

- Conducts the pre-project process and coordinate the preparation of various drafts of project documents and specifications.
- Receives and examines building plans for compliance with international building code as to construction, building type, occupancy, fire protection, and lot location.
- Verifies plans to conform to Town Ordinances
- Ability to explain and discuss ordinances and codes to those concerned.
- Calculates permitted fees and issues various permits based of parameters given.
- Visit building sites to perform inspections.
- Interpret regulations and codes for builders and property owners.
- Investigate violations of code and able to follow through proper departmental procedures for remediation if necessary.

Code Compliance:

- Enforce Town Ordinances as to development, building and zoning laws.
- Conduct regular review of codes. Ordinances and regulations.
- Receive and investigate citizen complaints with regards to Town Ordinance, codes and regulations.
- Advises builders, home owners, contractors, engineers, architects and developers of potential violations.
- Conduct field investigations and property inspections to determine violations.
- Prepares and provide written and oral reports to Town Council, boards, Committees, and public interest groups as required to explain codes, programs and/or laws that pertain to your duties.

Perform other duties that may arise or as assigned from supervisor.

Minimum Qualifications:

Education:

- Must possess a High School Diploma or equivalent

Knowledge and Skills:

- Considerable knowledge of general construction methods, principals, practices and procedures.
- Working knowledge of technical and practical design of public works systems.
- Interpersonal communication skills.
- Considerable skill in the art of diplomacy and cooperative problem solving.
- Ability to effectively communicate both verbally and in writing.

Special Qualifications:

- Current licensing or ICC certification in plumbing, mechanical and building inspection.

Work Environment:

- Many physical activities may take the place in this job, including but not limited to:
 - Stooping
 - Crawling
 - Sitting
 - Hearing
 - Standing
 - Reaching
 - Muscular Strain
 - Walking
 - Lifting (50 lbs)
 - Talking
- Frequent travel may be required for performing job functions.

All employees, for the first six months of their employment, will be on probationary status. The probationary period may be extended at the discretion of the Mayor and/or the Town Clerk.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provision of this description at any time as needs without notice. This job description supersedes earlier versions.

I _____ have reviewed and accept the above job description.

Signature

Date