



Job Description

Job Title: Building Inspector
Department: Public Works Department
Reports To: Public Works Director
FLSA Status: Non-Exempt
Employment Status: Full-Time, Permanent

SUMMARY: This position performs the duties of building inspections, which include complex technical duties in enforcing construction codes to ensure public safety and health.

THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING DUTIES. ADDITIONAL ESSENTIAL FUNCTIONS MAY BE IDENTIFIED BY THE CITY AND LISTED AS SUCH IN THE INCUMBENT'S PERFORMANCE APPRAISAL ELEMENTS. VARIOUS TASKS MAY BE ASSIGNED UNDER EACH ESSENTIAL FUNCTION. THOSE THAT ARE LISTED UNDER THE EXAMPLES OF WORK ARE NOT ALL INCLUSIVE; THEY ARE EXAMPLES ONLY AND MAY BE AMENDED OR ADDED TO AS NEEDED BY THE CITY. INCUMBENT PERFORMS OTHER JOB-RELATED TASKS AS ASSIGNED AND REQUIRED; ANY DUTIES/TASKS INCLUDED IN THE EMPLOYEE'S PERFORMANCE EVALUATION ELEMENTS ARE ESSENTIAL TO THAT EMPLOYEE'S POSITION WITHIN THE JOB CLASSIFICATION.

1. Assist in the review of building plans, calculations, and specifications for proposed structures; establish estimated values of proposed commercial construction projects.
2. Work with architects and builders to review construction plans and site plans.
3. Inspect residential and commercial construction in various stages of work.
4. Work with other city departments in coordinating plan approval and building code-related issues.
5. Inspect mobile home parking for possible violations.
6. Check complaints of hazardous buildings.
7. Investigate neighborhood complaints.
8. Investigate and enforce code violations.
9. Assist in writing violation notices, letters, and reports.
10. Inspect conditions and issue notices for corrections to property owners.
11. Assist in obtaining evidence and prepare a report concerning violations that have not been corrected.
12. Assist in keeping inspection records and prepare reports for use by administrative or judicial authorities.

13. Assist in reviewing permits to ensure conformity to all provisions of the Zoning and Flood Damage Prevention Ordinance.
14. Update knowledge of code as new editions are adopted by the county.
15. Attend meetings and workshops and read technical literature to keep current on code.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to detect hazards and violations during field inspection and detail code requirements
- Ability to enforce regulations with firmness, tact, and impartiality
- Ability to establish and maintain effective working relationships with contractors, builders, and the general public
- Ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction in progress
- Ability to communicate effectively orally and in writing
- Ability to operate standard office equipment
- Ability to efficiently operate a personal computer and use associated software (Microsoft Office) and selected software programs utilized by the department
- Ability to follow all safety procedures
- Ability to use safety equipment as required for the job

PHYSICAL REQUIREMENTS:

- Read and interpret documents such as policies, procedures, and instructions
- Lift and/or move objects up to 20 pounds occasionally
- Stoop, bend, and kneel occasionally to accomplish job-related tasks
- Repetitive movement of hands and fingers to operate computers and other office equipment
- Reach and grasp using fingers, hands, and arms continually to perform job-related tasks
- Regularly sit in a fixed position
- Frequent walking, standing, or moving about to assist customers, access information, or operate office machinery
- Constantly operates a computer and other standard office machinery
- Vision abilities include close and distance vision, the ability to adjust focus, and depth and color perception to read regular and small print and produce and view electronic documents
- Regularly exchange information through speaking and listening in person and by telephone

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Three years of experience in building code inspection or the construction trades

REQUIRED LICENSES AND CERTIFICATIONS:

- Valid Mississippi Driver's License
- ICC certifications

Americans with Disabilities Act

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the county.