

JOB DESCRIPTION

Position: Building Inspector	Department: Public Works
FLSA Classification: Non-Exempt	Reports To: Public Works Director
Salary Range:	Employment Status: Full Time

POSITION SUMMARY:

This position is responsible for reviewing various types of residential and commercial building construction during various stages of work.

ESSENTIAL FUNCTIONS:

1. Check for zoning violations.
2. Review construction plans to ensure conformity to building codes.
3. Work with architects and builders to review construction plans and site plans.
4. Inspect residential and commercial construction in various stages of work.
5. Inspect mobile home parking for possible violations.
6. Inspect conditions and issue notices for corrections to property owners.
7. Check complaints of hazardous buildings.
8. Investigate neighborhood complaints.
9. Investigate and enforce code violations.
10. Give and obtain information and resolve issues.
11. Write violation notices, letters and reports.
12. Obtain evidence and prepare reports concerning violations which have not been corrected.
13. Maintain inspection records and prepare reports for use by administrative or judicial authorities.
14. Ensure conformity with county ordinances.
15. Receive complaints and investigate code violations.
16. Make site visits and recommend actions to supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of County policies, procedures, codes and ordinances
- Ability to communicate effectively orally and in writing with customers and other employees
- Ability to write clear, concise instructions, reports and correspondence
- Ability to communicate professionally over the telephone.
- Ability to apply standard mathematical concepts
- 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 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, 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
- Indoor and outdoor environment

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Two years of experience in a building or construction related field
- A combination of experience and education may meet the required level of education and experience

POSITION REQUIREMENTS:

- Valid Mississippi driver's license
- ICC (International Code Council) Certification or ability to obtain certification

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.