**PART-TIME BUILDING INSPECTOR**

*This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.*

**SUPERVISOR:** Building Inspector/Zoning Administrator

**SUPERVISE:**

**SUMMARY DESCRIPTION**

Assists in the enforcement of building and zoning codes, and assists in the enforcement of municipal code.

**EXAMPLES OF WORK PERFORMED**

ESSENTIAL FUNCTIONS**:** *The following examples of work are illustrative only and are not intended to be all inclusive.*

Assists in enforcement of adopted building and municipal codes and zoning ordinances pertaining to the department; explains codes and regulations to owners, private contractors, government officials and the general public.

Conducts inspections for compliance with applicable codes and city ordinances, as needed; refer electrical inspections as needed.

Utilize procedures and works with the other agencies, including the police, fire and health departments to correct zoning, building and municipal code infractions; issues verbal or written order for the correction of violations and infractions.

Investigates and resolves complaints from the general public concerning zoning, building and municipal code violations as assigned; prepares and files appropriate documentation and responds to complainant regarding action taken on complaints assigned.

Issues various permits and licensures, including plumbing, electrical, construction, etc.; reviews forms to ensure that all qualifications are met;

Attends various meetings and conferences to maintain awareness and keep abreast of the techniques and methods pertaining to inspections and zoning administration.

Assists in the preparation of various reports and records pertaining to the duties performed as directed.

Receives citizen complaints; records information and/or refers individual to appropriate person for resolution.

Assists in the inspection, declaration of, and abatement of nuisances as directed; assists in the preparation of notice of nuisances and coordination with City departments for the abatement of nuisances if necessary; provides necessary information to the Council to support declaration of a nuisances and fees incurred to abate a nuisance.

Operates standard office equipment in the performance of job duties, i.e. fax machine, copier, personal computer, calculator, digital camera, etc.

Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

* Applicable codes and zoning ordinances.
* Practices, materials, and equipment of the building industry.
* Principles and techniques utilized in structural inspections.
* Principles of customer service, conflict resolution, and public relations.
* English usage, spelling, grammar, punctuation and principles of writing business letters and reports.
* Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; social media.
* Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

* Apply rules and regulations for issuance of permits and the inspections of structures.
* Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
* Perform mathematical calculations with speed and accuracy.
* Use independent judgement and personal initiative.
* Perform field inspections on new constructions, alterations, repairs and remodeling.
* Read and interpret blueprints, plans and specifications.
* Deal constructively with conflict and enforce ordinances and other regulations with appropriate firmness, tact and responsibility.
* Perform job duties efficiently while managing frequent interruptions.
* Interpret and apply federal, state and local policies, laws and regulations.
* Establish and maintain records and reports.
* Perform duties with thoroughness, accuracy and attention to detail.
* Deal constructively with conflict.
* Communicate clearly and concisely, both orally and in writing.
* Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; may work extended hours including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; verbally communicate to exchange information.

**EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training**: High school diploma or equivalent required. Three years of experience in construction management, building construction, or related field or any equivalent combination of training and experience that provides the required skills, knowledge and abilities.

Regular Part-Time