

Building Inspector

Supervisor: Building Official
Department: Building
EEO Category: Professional
FLSA Status: Non-Exempt (Full time)
Date Approved: September 6, 2018

Purpose of Position

The Building Inspector works under the direction of the Building Official in organizing and directing all building code inspections and enforcement activities in the City of Diamondhead. This individual oversees the inspection of buildings to ensure compliance with codes and ordinances relating to construction, electrical, plumbing, gas and mechanical installations including fire protection and suppression systems. Work is performed with a wide-ranging scope to exercise independent judgment.

Responsibilities:

- Plans and organizes post-permitting inspections, regulatory and code enforcement services related to all phases of building construction, electrical, plumbing, gas and mechanical installations including fire protection and suppression systems.
- Makes all required inspections or accept reports of inspections by approved agencies or individuals.
- Assist the Building Official in the review of plans and specifications to determine compliance with existing codes and ordinances prior to the issuance of permits; confers with engineers, architects and contractors to resolve design problems and to interpret code requirements.
- Assist the Code Enforcement Official to investigate activities and practices in violation of codes and ordinances; initiates legal action as appropriate and recommends changes in codes and ordinances of inspection activities necessary to prevent future violations. Prepares code enforcement action letters.
- Works with City Manager, City Council and Planning and Zoning Commission members related to the enforcement of codes adopted by the City.
- Issue all types of building and planning permits as needed.
- Assists the Building Official as necessary in the interest of public health, safety and general welfare to recommend to the City Manager and City Council to adopt any rules and/or regulations to interpret and implement the provisions of City codes. Such rules will not violate or have the effect of waiving the structural or fire performance or engineering practice involving public safety.
- Assists the Building Official and Building Clerk as needed with actions of the Planning and Zoning Commission.
- Assists the Building Clerk in making zoning, sign and floodplain determinations.
- Enforcement of Stormwater Management Ordinance.
- Inspects, records and documents code violations.
- Other duties as assigned.

Education, Experience & Knowledge:

- A high school graduate or its equivalent and considerable experience in building code inspection and enforcement including municipal land use regulations and ordinances.
- Completion of college-level course work in civil or structural engineering or related field is preferred (construction management is preferred or combinations of experience and education that meet the minimum requirements may be substituted.)
- Administrative experience in code enforcement and building inspection programs in the areas of commercial and residential building, electrical, plumbing and mechanical is preferred.
- Knowledge of National Flood Insurance Program (NFIP) and other activities generally accepted that reside in a building department.
- Knowledge of Stormwater Management Ordinance.
- Thorough knowledge of modern developments, current literature and information related to municipal building inspection and code enforcement.
- Thorough knowledge of modern building construction methods materials and inspection techniques.
- Thorough knowledge of the requirements of the family of International codes, NFPA standards relating to fire protection and suppression systems.
- Ability to plan, organize, direct and evaluate a comprehensive building inspection and code enforcement program.
- Ability to review plans and specifications and to determine compliance with applicable codes and ordinance provisions.
- Ability to establish and maintain effective working relationships with employees, contractors, architects, developers, realtors and the public.
- Ability to read, evaluate and interpret codes, ordinances and regulations.
- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, department heads, elected officials and the general public.
- Ability to perform basic mathematical computations.
- Knowledge of English language including spelling, grammar, and punctuation.
- Excellent customer service skills.
- Knowledge of “Incode” permitting software, preferred.
- Knowledge of Microsoft Word, Outlook and Microsoft Excel.

Preferred Licenses or Certificates

- Valid driver’s license is required.
- Course certifications in residential and commercial building, electrical, plumbing and mechanical through the International Code Council are preferred; however, he or she shall obtain residential certifications within two years of employment.



Physical Demands and Working Conditions

The physical demands described here 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 functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, climbing, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors. Ability to move freely about, in and around construction sites.

Employee

Date

Supervisor

Date