

BUILDING INSPECTOR / CODE ENFORCEMENT OFFICIAL

Part-Time

Salary - Based on experience

Min Education - H.S. Diploma/Equivalent

Description

Essential Job Functions:

- Perform internal and external building inspections to ensure compliance with building codes, laws, and regulations for public and private construction, improvements, and demolition.
- Conduct daily property inspections to assess compliance with city ordinances, including property maintenance (trash, debris, tall grass, weeds, junk vehicles, outside storage, dilapidated fences) and minimum building standards (dilapidated roofing and siding, broken windows).
- Inspect on-site building, plumbing, and mechanical work to ensure conformance with City codes; enforce City building, electrical, energy, plumbing, and mechanical ordinances.
- Issue notices, extensions, and citations as necessary to enforce city code compliance.
- Prepare and issue code violation notices, advising owners and contractors of necessary corrective actions and following through to ensure compliance.
- Review and interpret construction plans, specifications, and special provisions to monitor construction activities.
- Maintain computer case files, including inspection records, violation photographs, ownership information, case-related meetings and phone conversations, notices and citations issued, and case dispositions.
- Provide code interpretations and essential information to contractors and the general public regarding building requirements and inspection procedures.

Experience preferred but not required

- Knowledge of commercial and residential building, electrical, plumbing, mechanical, and inspection health and safety rules, regulations, codes, and ordinances.
- Knowledge of building construction material specifications and tolerances.
- Knowledge of building code enforcement practices and procedures
- Knowledge of customer service practices and techniques.
- Proficiency with computers and related equipment, hardware, and software.
- Understanding of City policies and procedures.
- Effective oral and written communication skills.
- Ability to provide technical code enforcement and building inspection assistance to builders, contractors, developers, and homeowners.
- Ability to recognize substandard, faulty, or hazardous building conditions and materials.
- Ability to recommend alternative construction materials to meet building code compliance.
- Skill in interpreting and enforcing building codes and ordinances.
- Skill in resolving customer complaints and concerns.