



West Haven City Corporation Job Description

Building Inspector

Position Title: Building Inspector
Department: Community Development

FLSA Status: Exempt
Pay Grade: \$22.00-\$30.00 hourly

Position Summary

This position is responsible for planning, directing, reviewing, organizing and supervising activities of the building division including field inspections, plan review, permit issuance, records creation and management, code enforcement, and zoning enforcement. The position will be required to inspect private and public improvement projects, as well as new and existing construction and is expected to insure compliance with all approved plans, specifications, ordinances, rules, and regulations of the City of West Haven.

Essential Duties and Responsibilities

- Plan, assign, and review work activities of building division personnel,
- Oversee and participate in budgetary activities,
- Serve as City's liaison to regional, state, and federal agencies on building codes and related issues,
- Provide assistance and recommendations to architects, engineers, and contractors concerning alternate methods of construction to meet the intent of each related code,
- Review and comment on building plans in the capacity of a plans examiner on residential and commercial structures,
- Provide information to the public regarding code violations while keeping maintaining a positive and professional relationship,
- Continue education for the City and public as it pertains to codes and city ordinances,
- Administer and enforce City and building codes through the implementation of zoning and code enforcement processes,
- Maintain a productive working environment which includes, but is not limited to, a spirit of cooperation with co-workers, peers and the public,
- Review current codes and propose changes to codes,
- Writes briefs, memo, or other correspondence to communicate activities of the job,
- Assists in administrative matters of the department as assigned,
- Other duties as assigned.

Required Knowledge, Skills, and Abilities

Knowledge of:

- Building, plumbing, electrical, mechanical, fire and State codes
- Laws, regulations and ordinances governing the City
- Municipal codes, ordinances, and related statutes applicable to assigned duties
- Code compliance methods
- Relevant State laws, ethical principles, and rule of proper verbal and written communication
- Administrative procedures and regulations related to code enforcement.
- City government organization, functions, policies, rules and regulations.

Skilled In:

- Handling multiple projects with interruptions
- Prioritizing and organizing workload to meet deadlines
- Addressing citizen's issues with civility

Ability To:

- Review plans and specifications of assigned projects
- Inspect materials for identification as conforming to specifications of associated codes
- Observe construction work during progress and completion, including the ability to monitor contractor work for compliance to adopted State laws
- Inspect adjacent properties for damage from construction activity
- Confer with contactors and/or property owners regarding project schedule, hazards, and inconvenience
- Coordinate building related work with other West Haven City departments
- Become familiar with industry specific terminology and symbolism
- Use graphic instructions such as blueprints, layouts or other visual aids
- Perform mathematical calculations using algebra, geometry and trigonometry
- Present information effectively both visually and verbally to groups
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community with tact and dignity
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Maintain accurate record of enforcement activities and conditions observed
- Communicate effectively both verbally and in writing
- Remain composed in stressful situations and react quickly
- Establish and maintain strong working relationships with internal personnel, other agencies and the public
- Deal effectively with customers
- Perform additional related duties as assigned

Minimum Qualifications

Education and Experience

- Graduation from High School or GED; and
- Two (2) years of specialized training in building methods and practices related to commercial, industrial and residential structures provided through technical college, professional workshops or university studies; and
- Two to three (2-3) years of experience in a related field; or
- An equivalent combination of education and experience.

Certifications and/or Licensures

- Valid State of Utah Drivers License Class "D"
- International Code Council (ICC) Certified in four basic (building, electrical, plumbing and mechanical)
- State of Utah Inspector License

Other Qualifications

- Experience working with computers, including Microsoft Office applications; and
- Ability to work flexible schedules.

Preferred Certifications

- Building Official Certified

Physical Demands

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 of this position.

While performing the duties of this job the employee is frequently required to sit, talk, hear, see, drive, stand, walk, climb, balance, stoop, kneel, crawl, push, pull, feel, reach, lift, grasp, twist above the waist and bend at the waist. The employee must occasionally lift and/or move more than 50 pounds. The job also requires the employee to climb ladders, enter crawl spaces, exert force, manipulate hand and/or foot controls and enter data into a computer terminal, PC, or other keyboard device.

Work Environment

The noise level is usually moderately quiet in the office setting. Noise level can reach loud when working in the field.

Required Personal Protective Equipment (PPE)

- Gloves
- Boots
- Hard-hat

*Job descriptions are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, job descriptions may not include all duties performed by individuals within a particular job. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of individuals currently within the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Employee Signature: _____ Date: _____