

Job Description

Part-time Building Inspector

Tipton Plan Department

Any reference to the Plan Department, Plan Commission or Board of Zoning Appeals will appear as Department, Commissions or Boards and is understood to mean both City of Tipton and Tipton County.

QUALIFICATIONS:

1. Must have experience demonstrating the ability to deal with diverse situations and diversity of people.
2. Must be proficient in a Windows environment, including word processing, spreadsheet and database software.
3. Ability to read and interpret detailed prints, specifications and maps, and make arithmetic calculations.
4. Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare various documents and reports, and maintain accurate records as required.
5. Ability to effectively communicate orally and in writing with co-workers, other City/County departments, property owners/developers, contractors and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
6. Ability to work alone and with others in team environment with minimum supervision, and work on several tasks at the same time, often under time pressure.
7. Ability to provide expert testimony in legal proceedings as required.
8. Ability to physically perform essential duties of the position, including driving to/from inspection sites, sitting and walking at will, walking on uneven terrain, climbing stairs, ladders and scaffolding, bending, crouching, close and far vision, and hearing sounds/communication.
9. Ability to occasionally work extended and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

REPORTS TO: Executive Director of the Tipton Plan Department

JOB SUMMARY:

RESPONSIBILITIES AND DUTIES:

1. Processes applications for building and related permits, such as plumbing, heating and electrical, including reviewing construction blueprints/plans, performing on-site inspections before, during and/or after construction to determine compliance with applicable codes and standards, and issuing permits as appropriate.
2. Receives and investigates complaints of alleged violations of federal, state and local building codes, including performing on-site inspections, interpreting/applying codes, determining appropriate action, notifying violators, and discussing/negotiating resolution. Periodically initiates legal action for unresolved violations, such as halting construction, notifying legal counsel, and/or testifying in court as required.

3. Inspects deteriorated and damaged structures, such as buildings damaged by fire and natural disasters, and initiates action to protect public safety as needed, including researching and notifying owners, and ordering board-up, renovation or demolition as appropriate. Monitors demolition for compliance with codes, including ensuring purchase of permits, proper disposal of structural and hazardous materials, and grading of site.
4. Maintains detailed records, such as inspections, correspondence and related actions, and compiles and prepares reports as required or requested.

TRAINING AND/OR EDUCATION:

High school diploma or GED and state certification as Building Inspector, or ability to obtain certification within one year.

Thorough knowledge of and ability to make practical application of state and local building codes, including Uniform Building Code, One- and Two-Family Dwelling Code, and related codes regarding energy, swimming pools, handicapped accessibility, and mechanical, plumbing and electrical trades.

LICENSES OR CERTIFICATES:

Possession of a valid driver's license and demonstrated safe driving record.

SPECIAL REQUIREMENTS:

1. Ability to sit at a workstation for extended periods.
2. Ability to stand, work and drive throughout the day.
3. Occasional ability to lift, carry and move parcels weighing up to 25 pounds.

UNUSUAL DEMANDS:

None

FLSA STATUS: Part Time nonexempt.

TERMS OF EMPLOYMENT: Part-time; minimum of 20 hours and maximum of 28 hours per week; paid on hourly basis; no benefits. Potential for 36 hours per week full time with benefits beginning in 2022.

EVALUATION: Performance will be evaluated annually in accordance with the policy on evaluation as established by Tipton County.