

# **CITY OF MEADOWS PLACE**

## **Building Inspector/Official**

<b>Position Title:</b>	<b>Building Inspector/Official</b>
Department:	Administration
Immediate Supervisor:	Mayor
Job Type:	Contract
Work Schedule:	Flexible Hours, Monday – Friday

### **SUMMARY OF CLASSIFICATION**

Utilize construction experience and construction code knowledge to perform a variety of building inspection duties at various stages of construction, alteration and repair; provide assistance to the public on building plans and specifications. The Building Official/Inspector should be a Master licensed and a certified inspector in the trades typical for the position including building, electrical, plumbing and mechanical systems. Inspects residential and commercial plans and buildings to verify compliance with building, zoning, and municipal codes.

Good communication skills and the ability to deal tactfully and effectively with members of the public. Work is performed in an office setting, and requires field work and investigations. The position requires safe operation of City-owned vehicles. Formal supervision and evaluation are received from the Mayor.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Minimum two (2) years of experience in all facets of residential construction and remodel.
- Performs building, mechanical, electrical, and/or plumbing inspections per City adopted code and ordinances on residential and commercial projects; verifies that all construction meets codes and local requirements.
- Reviews plans and documents for code compliance; writes letter requesting additional information or changes and documentation to meet code requirements as needed.
- Inspects construction, alterations or repairs with project plans and specifications to insure compliance with the codes and zoning and related City ordinances. Answers phone calls from citizens, builders, architects, and engineers; responds to inquiries and works to address and resolve issues
- Consults with residents and/or contractors to resolve plan and code discrepancies and help find approved resolutions to questions and field conditions.
- Patrols City looking for contractors or homeowners working on projects where a permit is required but has not been obtained
- Performs other duties as required.
- Work with the Permit Clerk to maintain permitting records and perform occupancy inspections;
- Answer and reply to all phone calls and emails regarding construction, code violation questions, complaints, and notifications in a timely manner;

- Maintain logs and records related to inspections;
- Perform additional related duties as assigned;

### **REQUIRED QUALIFICATIONS**

Must be able to read and interpret laws and ordinances, possess good writing skills and able to testify effectively in court, must be computers literate.

### **MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION**

High school diploma or equivalent; AND four (4) years of construction experience; OR an equivalent combination of education, training, and experience

#### **Knowledge of:**

- City ordinances and procedures.
- International Building and Mechanical codes.
- National Electrical codes.
- General building practices and their application to individual structures.

#### **Skill in:**

- Establishing and maintaining effective working relationships.
- Operating a personal computer, standard software, and some specialized software.
- Communicating clearly, both orally and in writing.
- Reading and interpreting blueprints and plans.

#### **License and Certification Requirements:**

- Valid State driver's license.
- International Building Code or International Residential Code certification
- State Plumber Inspector License, ICC Mechanical and Electrical Certifications, preferred

**For more information email Courtney Rutherford at [citysecretary@cityofmeadowsplace.org](mailto:citysecretary@cityofmeadowsplace.org) or call 281-983-2931**