

City of Sullivan Job Description

Building Inspector

General Purpose of Position

Performs inspections of new and existing buildings and structures to enforce conformance to building and zoning ordinances, investigates and abates nuisance ordinance complaints, public health and sanitation violations.

Major Duties and Responsibilities

Performs building inspections

- § Performs on-site inspections of new and existing structures for compliance with adopted codes and ordinances, structural quality, and safety
- § Verifies that structures are constructed in accordance with the approved submitted plans and specifications
- § Responds to complaints of dangerous buildings by inspecting and reporting dangerous conditions, evaluating the complaint and taking appropriate action based upon adopted codes, city ordinances, and state laws
- § Responds to property maintenance complaints by researching and inspecting the nature of the complaint, evaluating the complaint and taking appropriate action based upon adopted codes, city ordinances, and state laws
- § Maintains written records of inspections, which include: code violations cited, date, action taken, and, if necessary, follow-up action taken
- § Posts appropriate notices on inspection work, approved or not approved
- § Follows up with stop work correspondence, ensuring appropriate action has been taken to correct the situation

Performs electrical inspections

- § Performs on-site inspections of new and existing structures enforcing all phases of the electrical code
- § Verifies electrical installation is in accordance with approved drawings
- § Issues notices and citations for electrical violations and reports violations to the installer or contractor for correction

Performs plumbing inspections

- § Performs on-site inspections of new and existing structures, enforcing all applicable plumbing and mechanical codes
- § Inspects the installation of mechanical components of commercial kitchen appliances, heating and cooling equipment and ventilating equipment
- § Verifies that plumbing and mechanical system installations are in accordance with approved drawings
- § Issues notices and citations for plumbing and mechanical violations

- § Investigates complaints on plumbing and mechanical installations and reports violations to the installer or contractor for correction

Performs inspections pertaining to public health and sanitation

- § Assists Public Health Department with inspections
- § Assists Police Department with inspections
- § Responds to citizen complaints about health concerns

Inspects properties for nuisances

- § Investigates complaints of possible nuisances as defined in City ordinances
- § Investigates complaints of weed and other property violations
- § Prepares proper documents for violations and non-compliance

Issues stop work orders

- § Issues order if permit or license has not been obtained
- § Issues order if contractor is not following the direction of the Inspector
- § Completes necessary paperwork and maintains files

Issues condemnation notices for properties and buildings deemed unsafe

- § Inspects property and writes complaint if necessary
- § Issues non-compliance letter
- § Completes necessary paperwork and maintains files

Performs other departmental duties

- § Continues professional development through conferences, seminars, workshops, and other training in order to keep up to date on code and certification requirements
- § Uses various computer programs for issuing permits, writing correspondence, and tracking correction notices
- § Verifies electrical load, structural load, and engineer calculations as they pertain to proposed construction
- § Assists with constituent complaints, questions and requests

Performs other duties as directed

Job Context

| | |
|-------------|------------|
| Status | Full-time |
| FLSA status | Non-exempt |
| Department | Building |

| | |
|---|---|
| Immediate Supervisor(s) | Code Administration |
| Frequency of supervision | Daily |
| Number of supervised employees | 0 |
| Number of employees overseen or directed | 0 |
| Type of work schedule | Regular hours, year around |
| Frequency of overtime | Occasional |
| Frequency of night work | Occasional |
| Shift position | Not applicable |
| On call status | As Needed |
| Percentage of work indoors | 40% |
| Percentage of work outdoors | 60%, in all types of weather conditions |
| Types of accountabilities | Safety, Legal |
| Exposure to chemicals/hazardous materials | Frequently |
| Applicable chemicals/hazardous materials* | Chemicals, raw sewage, treated lumber, electrical current, fiberglass |
| Average stress level of this position | Average to Above Average |
| Physical work associated with this position** | Walking for long distances, climbing, bending and stretching, crouching, squatting, and reaching overhead |

* Exposure to chemicals/hazardous materials may not be limited to this list.

** These are the most common types of physical work associated with this position; however, this list is not considered exhaustive.

Licenses and Certifications

The person in this position is required to have a valid driver's license. The person in this position must also hold (within one (1) year of employment) ICC certifications in IRC Building, IRC Plumbing, IRC Mechanical, IRC Electrical as well as ICC Property Maintenance.

Education and Experience

The person in this position is required to have a high school diploma or its equivalent; some college is preferred. Five

years of experience working in the construction trades as an inspector, tradesman, or plan reviewer is strongly recommended; seven years is preferred.

Knowledge, Skills, and Abilities

Knowledge

- \$ Complex mathematical calculations
- \$ BOCA, other codes and ordinances
- \$ Construction standards relating to structural, mechanical, electrical, and life safety requirements
- \$ Computer operations and applications, including word processing and spreadsheets
- \$ OSHA standards and regulations concerning employee safety
- \$ Federal and state statutes concerning the work of the department
- \$ Mathematical skills, including addition, subtraction, division and multiplication
- \$ General functions and operations of municipal government

Skills and Abilities

- \$ Understand, interpret, and enforce applicable codes and ordinances accurately, fairly, firmly and tactfully
- \$ Maintain confidentiality
- \$ Pay attention to detail
- \$ Work effectively and courteously with associates, development community, and the general public
- \$ Distinguish colors to review wiring, piping and material specifications
- \$ Visually identify violations relating to building, mechanical, plumbing, and electrical building codes
- \$ Prioritize daily work flow
- \$ Work as a team member with other employees
- \$ Communicate effectively with other city employees, both oral and written
- \$ Work autonomously when necessary
- \$ Handle multiple tasks simultaneously with frequent interruptions
- \$ Deal with others in a professional manner
- \$ Maintain professional composure in heated situations
- \$ Follow Departmental and City policies and procedures