

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Senior Building Inspector

Department: Planning and Zoning

Supervisor: Building Inspector Supervisor/Plan Reviewer

Supervises: None

Grade: 28

Class Characteristics: Under general direction and supervision, administers and enforces building and zoning codes, condemnation codes, subdivision regulations, and ordinances; performs related work as required.

General Duties and Responsibilities

Essential:

1. Checks plans and plot plans to ensure that buildings, signs, related structures, and site will be in compliance with applicable codes, ordinances and regulations.
2. Performs field inspections.
3. Inspects buildings, signs, additions, rebuilds, garages, porches, and related structures to ensure that contractors and/or owners have complied with specifications and regulations.
4. Prepares and issues permits.
5. Inspects alterations and repair jobs.
6. Checks streets, yards, buildings, signs and related structures and/or uses to ensure proper maintenance in compliance with applicable regulations.
7. Ensures that sewer taps are done and logged in computer.
8. Inspects sanitary sewer manholes for proper locations, seal, and operation.
9. Inspects water meters for proper location, installation, and operation.
10. Compiles and prepares, after research, changes and modifications needed in zoning building and related codes and ordinances, and assists in recommending changes in same.
11. Places zone-change signs as required.
12. Mails letters for Planning Commission needs.
13. Prepares and mails letters relating to complaints, violations, etc.
14. Accepts and answers questions relating to planning, building codes, and zoning.
15. Attends Planning and Zoning Commission, Board of Adjustment, and other meetings at the request of the Planning Director and or Supervisor.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by two years directly related work experience; additional directly related education may be substituted for work experience requirement on a year for year basis. (See also Certification Requirements)

Special Knowledge, Skills and Abilities.

Knowledge:

1. Knowledge of, or ability to learn, local zoning code, BOCA code, subdivision regulations, building codes, and ordinances, as relating to zoning administration, codes enforcement, and building inspection.
2. Knowledge of or ability to learn state fire codes.
3. Knowledge of or ability to learn basic building construction principles.
4. Knowledge of or ability to learn all types of construction materials and methods, and of the stages of construction at which violations and defects may be observed and corrected.
5. Knowledge of or ability to learn inspection procedures.
6. Knowledge of or ability to learn enforcement procedures.

Skills:

1. Good computer skills.
2. Good communications skills.
3. Good interpersonal skills.

Abilities:

1. Ability to read and interpret plans, specifications and blueprints quickly and accurately, and to compare them with construction in different stages of completeness.
2. Ability to detect deviations from code and safety requirements.
3. Ability to enforce codes, including the enlistment of permit holders in securing compliance with codes.
4. Ability to prepare clear and accurate reports, and to maintain an effective filing system.
5. Ability to assist with local Planning responsibilities.
6. Ability to work with civic groups and citizen groups.
7. Ability to communicate effectively, orally and in writing.
8. Ability to establish and maintain effective working relationship with developers/builders, city officers and employees, and the general public.
9. Honesty; integrity; self-motivation.

ADDITIONAL INFORMATION

Instructions: Instructions are initially very specific, but become more general as the duties and responsibilities of the position are learned; many aspects of work continue to be covered specifically, but personal judgment must continue to be used.

Processes: Work varies slightly; seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Work is initially reviewed thoroughly, but is reviewed less often with work experience on the job.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where applications of advanced or technical concepts are required.

Physical Requirements of the Job: Work is performed both indoors, requiring intermittent sitting, standing and walking in an office environment, and outdoors regardless of weather conditions; mobility to climb muddy hills, long stairs, ladders, etc.; must have good vision; must lift objects weighing less than 25 pounds; exposed to noise, high places, confined spaces; must operate a vehicle as a requirement of the job.

Tools and/or Equipment Used: Must drive vehicle as a requirement of the job; must use normal office equipment (Computer hardware and software, telephone, fax machine, copier); tools to confirm compliance with subdivision regulations.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky as a condition of continued employment in the position.

Training Requirements: Must attend training to obtain certification; must attend mandatory training to maintain certification.

Certification Requirements: Must be able to comply with the Building Inspection Certification Program of the Kentucky Department of Housing, Buildings and Construction and must possess and maintain as a condition of continued employment in the class the following certifications: One and Two Family Dwelling Inspector Certification and Level I Building Certification.

Additional Requirements: Must be able to attend meetings after normal working hours; may occasionally need to work overtime.

Overtime Provision: Non-Exempt.