

## Job Description

**Job Title:** Building Inspector

**Responsible To:** Building Official

**Job Summary:** Perform the following duties with minimal supervision: Ensure compliance with the currently adopted editions of the International Building Code, International Mechanical Code, International Plumbing Code, International Fuel Gas Code, International Energy Conservation Code, International Residential Code, and/or the National Electrical Code, City of West Point Codified Ordinances and The City of West Point Development Code Subdivision Regulations and Zoning Ordinance. Performs technical building inspection and plans examining work to enforce compliance with building codes, regulations, and ordinances; research new construction materials and methods; and provides information to and works with the public to resolve problems.

### Essential Functions:

- Inspect residential and commercial buildings during various stages of construction and remodeling; enforce compliance with applicable codes, ordinances, and regulations; recommend modifications and adjustments as necessary; recommend condemnation for unsafe properties.
- Inspect previously occupied buildings, spaces, or suites for code compliance; approve inspected areas for certificates of occupancy.
- Inspect existing residential and commercial structures for change of use, occupancy, or compliance with applicable codes and ordinances.
- Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, installations, and a large variety of other complex and routine building system elements for both residential and commercial construction.
- Confer with architects, contractors, builders, and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances.
- Attend regular scheduled board meetings and other meetings and work sessions as required.
- Receive calls and answer questions about permits and code requirements; direct inquiries as necessary relating to residential and commercial construction.
- Retrieve permit information from the computer; verify legal data including owners, tax records, and other data needed to issue permits. Maintain files and reports regarding inspection activities and findings on all active projects. Require organized paper and digital archives for efficient daily operations and sustainment of institutional actions.
- Testify in court as necessary.
- Drive to and from destinations to perform duties or as assigned by Supervisor.
- Assist in maintenance of public buildings.
- Support the City of West Point Planning Commission and Historical Commission and attend their meetings.
- Perform the essential job functions and other duties as directed.

Job Requirements:

- The Building Inspector is a Full Time Position and may work irregular hours year-round and occasionally may work at night.
- This position is on call only in emergency situations.
- Twenty percent (20%) of the work in this position is indoors, and eighty percent (80%) is outdoors and requires work done in all types of weather conditions.
- The position is responsible for safety and legal issues related to essential functions.
- The Building Inspector must be familiar with ADA rules and regulations.
- This position may involve moderate to high stress.
- The Building Inspector must be knowledgeable of city streets; certified mail; city codes and ordinances and their numbering system; Building code and code enforcement procedures; paperwork required for the department and court system.
- Understand and apply code enforcement for flood damage prevention IAW federal, state, and city ordinances.
- Must possess excellent communication skills. Must use proper English grammar in speaking and writing to communicate effectively with residents, elected officials, and other city employees, etc.
- Knowledge of standards and regulations concerning employee safety; federal and state statutes concerning the work
- Mathematical skills, including addition, subtraction, division, and multiplication.
- General functions and operations of municipal government.
- The Building Inspector must also possess the skills and ability to research Building Codes, tax rolls and city ordinance books for property owners.
- Interpret rules, regulations, laws and ordinances.
- Obtain Association of State Flood Plain Managers (ASFPM)' Certified Floodplain Manager (CFM) certification within three (3) years of permanent full time hire status.
- Use radios and other communications equipment and standard departmental equipment properly.
- Prioritize daily workflow to meet specified or required deadlines; make decisions within specified time restraints; work as a team member with other employees or work autonomously when necessary and handle multiple tasks simultaneously with frequent interruptions.
- Deal with others in a professional manner; maintain professional composure in heated situations; and follow departmental and city procedures.
- The Building Inspector may represent enforcement actions at Municipal Court hearing(s), Board or appropriate authority for disposition.

### **Preferred Educational Requirements**

- Associate's Degree or higher or:
- At least five (5) years of successful demonstrated experience in interpreting and applying Building Codes, regulations, and standards.
- Five years of increasingly responsible construction and/or building inspection experience including one year of experience working with each residential and commercial building.
- Possession of International Conference of Building Officials or International Code Council certification as a Building Inspector.

### **Minimum Educational Requirements**

- High school diploma or equivalent
- At least three (3) years of successful demonstrated experience in interpreting and applying Building Codes, regulations and standards.
- Three years of increasingly responsible construction and/or building inspection experience including experience working with residential and commercial buildings
- Must obtain either International Code Council Residential Building Inspector certification or International Code Council Building Inspector certification within one year of employment.
- Successful demonstrated PC/Windows experience in performing email, word processing, spread sheet, data base applications and other standard office applications and any specialized software for the Building department

### **Other Requirements**

- Have and maintain a valid MS driver's license.
- Ability to interpret rules, regulations, laws, and ordinances.
- Operate motor vehicle; portable radio; phone; ladder or scaffolding; tape measure; level, hand tools, copy and fax machine.
- Pass a drug screening test.

Applications and job description may be obtained at the West Point Water & Light Department, 644 East Broad Street, online at <http://www.wpnet.org>, or City Hall, 580 Commerce Street, West Point, MS 39773. The City of West Point, MS is an Equal Opportunity Employer.