

FAIRFIELD COUNTY
JOB DESCRIPTION, 2008

JOB TITLE: BUILDING INSPECTOR
PLANNING AND BUILDING DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, conducts comprehensive inspections of both new and existing commercial and residential projects to enforce conformance to building, grading, and zoning laws and approved plans, specifications, and standards. Reports to the Planning and Building Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Conducts inspections daily on commercial and/or residential construction on new or existing structures. Inspects such construction areas as electrical wiring, framing, footings, plumbing, mechanical installation, insulation, chimneys, foundation walls, tie-downs, gas lines, and hook-ups, etc. to ensure conformance with all provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards. Conducts final checks.

Interprets code requirements to contractors, owners and general public as required; answers inquiries and responds to complaints.

Performs reinspections as required.

Maintains thorough and accurate records of inspections and conferences with contractors and owners regarding the inspection results and any deficiencies.

Reviews and analyzes on-site plans to determine that commercial projects are constructed per approved plans and that no construction is in the floodway. Also checks for soil and erosion problems.

Ensures that subdivisions meet all applicable regulations.

Observes conditions and issues notices for corrections to persons responsible for conformance.

Inspects mobile homes to ensure compliance with applicable codes and ordinances.

Prepares inspection reports and other reports as required.

Communicates with homeowners, contractors, supervisor, architects, power companies, health department, etc.

Utilizes and maintains a variety of types of equipment and tools including vehicle, level, mechanic's tools, construction tools, drafting tools, blue-line print machine, etc.

Keeps abreast of all codes and code changes.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with vocational/technical school training in building construction and six to nine years of experience as a building inspector or as a foreman in the construction field; or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must have a valid S.C. driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a motor vehicle and various construction tools, mechanic's tools, drafting tools, and measuring instruments. Must be physically able to exert up to twenty pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves frequent reaching, handling, stooping, kneeling, crouching, crawling, climbing, and balancing. Must be able to lift and/or carry weights of approximately forty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards)

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of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as inspection reports, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, contractors, architects, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems such as building construction and inspection, mechanics, electrical systems, engineering design, etc. in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; determine time and weight; apply algebraic and geometric principles.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing measuring devices. Requires the ability to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge and understanding of all areas and trades involved in commercial and residential construction. Has good working knowledge of all phases of building construction process. Is thoroughly familiar with all applicable electrical, plumbing, mechanical and

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other construction codes, ordinances, regulations, etc. Is able to interpret construction plans and specifications. Is able to detect code violations in construction and recommend appropriate action. Is knowledgeable of the terminology used within the department. Is able to communicate effectively and tactfully with public and members of construction trade. Is able to compile and analyze information and prepare clear and concise reports. Has the mathematical ability to handle required calculations accurately and quickly. Is able to use judgment and discretion in carrying out the duties and responsibilities of Building Inspector. Is able to analyze problems that arise on the job and recommend solutions. Has the ability to use independent judgment in routine as well as certain risky situations. Is able to perform duties under adverse weather conditions. Has good technical and analytical skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures,

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etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.