



CITY OF LOXLEY

Uniform Job Description

Position Title:	Building Inspector	Pay Range:	\$32,687.29- \$55,874.39
Department:	Community Development Department	Pay Grade:	G04
Reports To:	Building Official	Effective Date:	
Supervises:	N/A	Supercedes:	

Approvals: _____

Supervisor	Human Resources Director
Date	Date

FLSA Exempt: Yes No Safety Sensitive: Yes No DOT Regulated: Yes No

I BASIC PURPOSE OF THE POSITION

Building Inspector performs technical building inspection and plans examining work to enforce compliance with building codes, regulations and ordinances; researches new construction materials and methods; and provides information to and works with the public to resolve problems.

I DISTINGUISHING CHARACTERISTICS OF THIS POSITION

The Building Inspector is a code enforcement position that performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, enforcement of City of Loxley codes and ordinances, and related rules and regulations from the State of Alabama.

I ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Inspects construction work for which a building permit is required;
- Inspects new buildings, additions to and alterations of existing buildings for compliance with the currently adopted editions of the International Building Code,

International Mechanical Code, National Electrical Code, International Plumbing Code, International Fuel Gas Code, International Fire Code, ICC A117.1 Accessible and Usable Buildings and Facilities, International Energy Conservation Code, International Residential Code, International Existing Building Code, International Property Maintenance Code, and International Swimming Pool & Spa Code.

- Inspects building projects to insure construction proceeds in accordance with plans approved with the building permit;
- Reads and interprets adopted codes, technical manuals, drawings, instructions, specifications as related to construction projects;
- Clearly notifies contractor of code violations with written compliance report at the time of inspection;
- Works with the public at the Community Development Department (Building Department Division) office and on the phone to answer basic code questions;
- May check that all required special inspections are performed and reviewed for completeness. May review testing data and reports for conformance to specifications;
- Works with computer to schedule inspections and updates computer with results of inspections performed;
- Follows up to verify correction of violations are made and takes appropriate action to ensure compliance;
- Reviews plan submittals for code compliance;
- Evaluates existing buildings, on a complaint basis, for hazardous conditions and initiates abatement procedures per the currently adopted Loxley City Code requirements for dangerous buildings when warranted;
- Studies technical literature and attends meetings to keep current on applicable codes and code changes as they occur;
- Performs related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Receive training and field experience for new construction building, mechanical, plumbing and electrical inspections for code enforcement;
Prepares, completes, and reviews forms, reports, specifications, and other paperwork as needed;

- Reviews work products, assigns work, discusses work schedules with staff, assists with difficult/complex problems, provides technical assistance, plans and prioritizes work;
- Communicates with others to include answering the phone, responding to requests for information, explaining procedures, gathering information, resolving problems;

II REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have the ability to communicate clearly with supervisors, subcontractors, and co-workers on technical matters relating to building construction and building systems;
- Math skills to solve problems involving calculating voltage, compute dimensions, prepare bills of materials, convert units of measurement and perform related shop calculations;
- The position will require the ability to complete and process applications on Citizenserve and various forms of paperwork such as inspection reports, and construction schedules accurately;
- This position will require the ability to review mechanical reports, blueprints, wiring diagrams, and construction documents for accuracy and completeness;
- Must possess a general knowledge of building, plumbing, heating, air conditioning, electrical systems and fire protection systems;
- Reading skills to comprehend work orders plans, blueprints, specifications, wiring diagrams, technical manuals, and related material. Writing skills to complete forms, compose narrative reports and similar documents;
- Ability to work independently with minimal direction;

III ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

- High school diploma or GED; supplemented by vocational/ technical training in mechanical systems, electrical systems, general building construction, fire protection systems or a related field;
- Must be ICC certified as a Residential Building Inspector or a Commercial Building Inspector; or alternatively become certified within 180 days.
- Must possess and maintain a valid Alabama Driver's License.

IV EXTENT OF PUBLIC CONTACT

- Daily contact with City staff and licensed contractors;
- Daily contact with the general public will be required;
- Employee must present themselves in a polite and professional manner;
- Physical appearance must be clean and neat, a City uniform may be required and provided.

V PHYSICAL DEMANDS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-70 pounds).
- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals.
- The position will require the ability to communicate clearly about technical issues.

VI WORKING CONDITIONS AND ENVIRONMENT

- Performance of essential functions may require working outdoors in environmental conditions such as heat, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, and possible traffic hazards.

This job description does not constitute either a written or implied contract of employment. The City of Loxley reserves the right to revise, alter and/or change this job description, as the City deems necessary.