

**Jefferson County, West Virginia  
Job Description**

|                        |   |                     |              |
|------------------------|---|---------------------|--------------|
| <b>Position Title:</b> | Building Inspector  | <b>Grade Level:</b> | IV           |
| <b>Department</b>      | Engineering, Planning & Zoning<br>Office of Permits and Inspections | <b>Date:</b>        | July 1, 2016 |
| <b>Reports to:</b>     | Chief County Engineer   | <b>FLSA Status:</b> | Non-Exempt   |

**Statement of Duties:** Employee is responsible for administrative, technical and inspection work related to the enforcement and interpretation of the building code and ordinances to ensure the health, safety and welfare of the public. Employee is required to perform all similar or related duties.

**Supervision Required:** Under the general supervision of the Chief County Engineer, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently in accordance with specific instructions. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments including suggested work methods as necessary. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

**Supervisory Responsibility:** Employee is not regularly required to supervise employees.

**Confidentiality:** Employee has access to department files.

**Accountability:** Consequences of errors or poor judgment may include adverse public relations, missed deadlines, monetary loss, legal repercussions, labor/material costs, and/or injury to self or others.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** Work requires some agility and physical strength to move in and about construction work sites, over rough terrain, or standing or walking for most of the work period. Employee is exposed to outdoor work, confined spaces and high places, toxins or fumes, equipment and machinery, traffic, electricity, radiation, biohazards, loud noises, emotional stress, and risk of personal injury.

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**Nature and Purpose of Public Contacts:** Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

**Occupational Risks:** Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Review residential permit applications for compliance with the residential building code. This includes but is not limited to: single family dwelling units, duplex dwelling units, swimming pools, decks, car ports, detached garages, storage buildings, chimneys and additions.
2. Performs residential and commercial building inspections to ensure work is being performed and inspected structure meets with minimum requirements of applicable codes and ordinances; records findings of same as required.
3. Meets with builders, contractors, owners, and the public to explain the permit application and inspection process, and building code requirements, and answer questions regarding same.
4. Establishes and maintains harmonious work relationships.
5. Coordinate and prioritize daily inspection schedules, pull permit files at the end of each day to prepare for the following day's inspections.
6. Ensure the safe operation, cleanliness and maintenance of county vehicles. Keep vehicle filled with fuel, and deliver vehicle to county garage for servicing.
7. Investigates citizen complaints related to building code violations.

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8. Enforces codes by giving instructions, issues warnings and/or “Stop Work Orders” when necessary.
9. Authorizes Use and Occupancy Certificates.
10. Updates results of each day’s inspections into the computer database to ensure accurate and complete recording of inspection status.
11. Attends training courses to remain aware of industry regulations, obtains building code certifications and continuing education requirements as required by state law.
12. Participates in building code and permit application process question and answer meetings held by Planning, Zoning and Engineering for the building industry.

**Recommended Minimum Qualifications:**

**Education and Experience:** Minimum of five (5) years of building construction and/or inspection experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. In addition, successful completion of the training and examinations required to be certified as an Inspector by the International Code Council and the West Virginia State Fire Marshal (WV State Code, Title 87-7-3).

**Special Requirements:**

Valid Motor Vehicle Operator’s License and Building Code Inspector and Plans Examiner Certifications (W.V. State Fire Marshal, W.V. State Code, Title 87-7).

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge and understanding of building construction trades and terminology, International Building Codes, and building construction processes and methods.

**Abilities:** Ability to work independently; ability to deal with public tactfully and effectively. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the town as well as state regulatory authorities. Ability to carry out essential functions under hazardous or inclement weather conditions in a safe manner. Ability to establish and maintain a work reporting system and other related records. Ability to deal effectively with disgruntled members of the public. Ability to read and interpret construction drawings and blue prints.

**Skill:** Basic math skills, computer keyboarding skills for data entry, proficient written and oral communications skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an*

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*employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions*

**Physical Skills:** Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing a ladder.

**Visual Skills:** Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints). Color vision required for this position.