

Job Title:	Building Inspector	Job Category:	Administrative
Department/Group:	Planning Zoning	Supervisor:	P&Z Director
Location:	Municipal Office / Field	Travel Required:	Less than 25%
Level/Salary Range:	Determined by Council	Position Type:	Part-time / FLSA - N

Job Description

JOB SUMMARY

This position is responsible for the enforcement of building codes and building-related matters.

MAJOR DUTIES

- Interpret, review, and recommend amendments to City of Crooks adopted building codes and ordinances.
- Coordinate code and ordinance amendments with supervisor and Board of Adjustment.
- Reviews building plans to ensure compliance with codes and ordinances.
- Conducts building inspections.
- Participates in community education efforts to inform the public of changes to codes.
- Maintains files and documentation.
- Reviews permit applications.
- Issues City-required permits.
- Issues contractor licenses.
- Inspects city buildings for compliance.
- Coordinates non-compliance and corrective action(s) with supervisor.
- Ability to objectively respond to public complaints and inquiries.
- Provides expertise and assistance to architects and engineers in the design, review, and inspection of large and complex commercial and residential projects.
- Attends meetings, events, and functions; provides information to governing and advisory boards regarding inspections and zoning at the request of supervisor or board members.
- Actively seeks out educational and developmental training opportunities pertinent to the duties of the position.
- Participates in public hearings and meetings with local groups, as requested by supervisor or board members.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY POSITION

- Knowledge of building codes.
- Knowledge of building construction processes and terminology.
- Knowledge of building inspection processes and procedures.
- Knowledge of local and state appeals processes.
- Knowledge of planning and zoning laws, rules, and ordinances.
- Knowledge of City and department policies and procedures.
- Knowledge of computers and job-related software programs.

- Skill in reading blueprints and construction documents.
- Skill in reviewing site plans.
- Skill in maintaining files and records.
- Skill in conducting and documenting site inspections.
- Skill in customer interaction/relations.
- Skill in oral and written communication.
- Skill in time management.
- Skill Office applications & computer applications.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted.

SUPERVISORY CONTROLS

The Crooks Planning and Zoning Director directly supervises the position of the Building Inspector. The supervisor will conduct periodic spot inspections/assessments as needed and ensures job duties are executed to the level required and expected by the City of Crooks.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, to include, cold or inclement weather.