

## **POSITION OF BUILDING INSPECTOR**

This skilled inspectional work maintains compliance with city codes and ordinances to regulate the construction, alteration, installation, and repair of buildings, building appurtenances, and building systems to include new plumbing, heating, air conditioning, electrical systems and allied equipment. Work involves being responsible for the inspection of buildings and building systems in the course of construction, installation, alteration, and repair to ensure code and ordinance compliance. The Building Inspector will work independently in field inspections and must make decisions with independent judgment; however, technical advice and assistance are available from superiors on difficult or unusual cases. Work will be reviewed through conferences, observation, and reports obtained. The Building Inspector needs considerable knowledge of the methods, materials, and techniques involved in building construction, repair, and alteration, and the installation of electrical or plumbing and HVAC systems and equipment; knowledge of the International Residential Code, the International Building Code, and various other city codes and ordinances pertaining to building construction, repair, and alteration, and the installation, modification, and repair of electrical, plumbing, and HVAC systems; knowledge of the functional responsibilities and operations of other city departments; the ability to read and interpret maps; the ability to research, read and interpret the City's ordinances, the Mississippi State Code, and assorted State and federal policies as they pertain to building construction, repair, and alteration, and the installation, modification, and repair of electrical, plumbing, and HVAC systems; the ability to detect and identify deficiencies in materials or workmanship and to determine appropriate corrective measures; the ability to interpret and apply plans, specifications, drawings, and blueprints to work in progress; and the ability to maintain required work records and reports. This position requires the ability to effectively communicate with a variety of interest groups, including building contractors, business owners, residents, City employees, elected officials and community volunteers. The Building Inspector needs an Associates Degree in construction and building management, or the equivalent, and considerable experience in building, electrical, or plumbing trades at the full-skilled crafts level, and must have a valid driver's license. Work includes, but is not limited to:

- Assists with the review of plans and specifications for permit approvals and issuances; answers inquiries regarding building, electrical, plumbing, mechanical, and heating and air conditioning regulations.
- Check on and issues building, electrical, plumbing, mechanical, and installation permits, plans and specifications for compliance with code provisions; confers with business owners, homeowners, and corrective actions required; conducts re-inspections as necessary to secure compliance; maintains records of inspections and actions taken.
- Inspections of buildings in the course of construction, alteration, and repair; checks location of structure or additions against approved plans to ensure proper positioning within property lines or variance; inspections on materials and workmanship of foundations and framing; inspects electrical, plumbing, mechanical, and HVAC installations, major modifications, or repairs.
- Investigates the complaints of unauthorized installations and other violations to the code and ordinances; inspects work sites to ensure possession of required

licenses and permits; documents code violations and assists in the preparation of cases for prosecution.

- Utilizes computer software in the research and investigation of codes, ordinances and policies and in generating reports and letters as well as sending/receiving electronic correspondence.
- Works closely with other departments within the City to ensure that all phases of new construction and alterations and/or additions to buildings are consistent with existing and planned infrastructure.
- Serves as technical resource to the City administration for the maintenance of City-owned buildings.