

code compliance of existing structures. This is a highly responsible job. Latitude in making recommendations and decisions based on inspections, consultations, and on-site evaluation and measurements, is afforded this employee. Work is usually performed in accordance with well-defined procedures. This job classification is identified as safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Building Inspection. Conducts inspections of building to ensure safety and compliance with all codes and safety requirements. Works with the public and with officials to accomplish these requirements.

1. Serves as the building inspector for the City.
2. Actively works with the City Fire Marshal to ensure safety of buildings and structures.
3. Conducts site inspections; inspects buildings for compliance with codes.
4. Walks and climbs outdoors and in a variety of structures and surfaces to accomplish job.
5. Works with owners to improve properties and structures to bring them up to code.
6. Works to ensure safety and welfare of residents and inhabitants of buildings.
7. Identifies and processes properties for demolition as necessary.
8. Plans and reviews properties throughout the City for compliance.
9. Determines compliance with codes appropriate to the locations and purpose.
10. Incorporates code compliance into all new construction, to include residential, commercial and economic development projects.
11. Reads blue prints.
12. Considers and approves plans.
13. Considers and incorporates life safety issues into construction plans and projects.
14. Ensures ADA compliance.
15. Ensures abatements of mold, mildew, and other environmental hazards are carried out.
16. Performs measurements and calculates dimensions.
17. Receives surveys and reports; verifies set-backs and other site requirements.
18. Uses specialized equipment and meters during inspections.

19. Inspects and makes recommendations for maintenance and upkeep of all City-owned buildings.

ESSENTIAL FUNCTION: Building Codes and Zoning. Maintains current knowledge of building codes and requirements.

1. Ensures compliance with state laws and City ordinances for buildings and structures within the City limits.
2. Attends City Council meetings; reports and comments on issues as requested.
3. Maintains current knowledge of building codes and compliance within a municipality.
4. Maintains knowledge of zoning requirements within the City limits.
5. Maintains knowledge of building requirements associated with HVAC, construction, electricity, and plumbing.

ESSENTIAL FUNCTION: Communications and Customer Services. Interacts with the public to provide information and services.

1. Answers the phone and responds to inquiries regarding codes and zoning.
2. Greets people to the office.
3. Represents the City and the office in a consistently positive and professional manner.
4. Issues and receives fees for building permits, and permits electrical, plumbing, and HVAC work.
5. Writes or prints receipts for permits. Secures and accounts for all monies.
6. Assists the public in solving problems and addressing issues.
7. Explains processes and requirements to the public.

ESSENTIAL FUNCTION: Department Operations. Provides support to ensure effective and efficient operations of the department.

1. Utilizes a computer and other office equipment to accomplish required functions.
2. Maintains electronic records and documents of activities, building inspections, condemnations, and other projects and functions.
3. Tracks funds received against receipts for permits issued; presents collected funds for deposit to the Revenue Department.
4. Assembles data into a report regarding permits and activities on a monthly basis.
5. Maintains communication with supervisor regarding progress towards accomplishing goals.
6. Refers unusual circumstances and complex situations to supervisor for discussion.
7. Provides input and discusses budgetary needs with supervisor.
8. Advises on building compliance and on zoning matters.

9. Verifies compliance as appropriate.
10. Participates in meetings with builders and contractors as scheduled.
11. Attends training sessions to maintain current knowledge and certifications.
12. Assists with code enforcement operations as needed.
13. Assists with development and implementation of projects and special events.
14. Assists with implementation of risk management and safety program.
15. Performs other job related duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of City geography and property locations.
3. *Knowledge of business and license compliance requirements.
4. *Knowledge of City zoning laws, building codes, state requirements for buildings, and ordinances specific to Alabama and to the City of Talladega.
5. Knowledge of practical application of building codes.
6. Knowledge of modern building construction, practices and procedures.
7. Knowledge of safety rules including accident causation and prevention.
8. Reading skills to comprehend operator manuals, directives, procedures and instructions.
9. Verbal skills to communicate clearly and effectively with supervisor, officials, colleagues, and the general public.
10. Writing skills to clearly and neatly complete forms, write reports, and records.
11. Math skills to perform calculations to measure properties and perform departmental budgeting.
12. Skills in using special equipment and devices such as meters and measuring devices.
13. Skills in organizing, prioritizing and sequencing projects and tasks.
14. Ability to detect structural and other faults to appraise the quality of construction.
15. Ability to effectively use computers, office productivity software, and other standard office equipment.
16. Ability to interact with anxious and angry individuals in a calm, professional manner and to maintain composure.
17. Ability to read and interpret plan specifications and blueprints.
18. Ability to evaluate situations and solve problems.
19. Ability to work independently with little or no supervision.
20. Ability to attain and maintain certifications and continuing education.
21. Ability to work outside, standing and walking for extended periods, and on a variety of surfaces.
22. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED; an associate's degree in building science or a related field, from an accredited college or university, is strongly preferred.
2. Five (5) years of professional work experience in the construction field.
3. Certification and ability to maintain through the International Code Council with licensing/credentialing within the first year of employment with a combination license in HVAC, building construction, plumbing or electrician is required.
4. Previous experience working with the public and as a building inspector or similar skill set is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
5. Possess a current and valid driver's license and be insurable.
6. Ability to be available and subject to emergency call back, 24/7.
7. Ability to travel overnight to attend meetings and training programs.
8. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; climbing ladders; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, shields, or hard hats.

Acknowledgment

I acknowledge that I have received a copy of my job description.

I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.

Printed name

Signature

Date