

City of Schuyler

JOB DESCRIPTION

Job Title: Building Inspector/Health and Safety Inspector/Floodplain Manager

Department: Zoning and Building

Reports To: Administrator

JOB SUMMARY

Under the direction of the Administrator, responsible for enforcement of the provisions contained in the adopted building codes and municipal ordinances as they pertain to the zoning, construction, alteration, renovation or repair of any structures within the city and surrounding jurisdictions to assure citizen compliance.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- City ordinances, policies, and procedures and State Statues.
- Geographic layout and demographics of jurisdiction and surrounding area.
- Adopted building codes and regulations as they relate to structural, electrical, mechanical and plumbing inspections.
- Current building construction standards, practices, methods, and techniques utilized in structural, electrical, mechanical and plumbing applications.
- Permitting software.
- Licensing and permit rules and regulations.
- Operation and utilization of the permitting software as it relates to the issuance of a building permit and/or the input of information and inspections.
- City's responsibilities and use of independent judgment in the performance of duties.
- Basic Computer skills and operation of office equipment.

Ability to:

- Read and interpret blueprints, plans and specifications and relate them to applicable laws, rules and regulations to identify areas of noncompliance.
- Perform field inspections on new construction, alterations, repairs and remodeling within the city and surrounding jurisdictions.
- Apply methods and techniques utilized in structural, electrical, mechanical and plumbing inspections.
- Apply applicable city, state and federal laws, policies and regulations which impact departmental activities.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Enforce ordinances and other regulations with firmness, tact and impartiality.
- Work with the general public in a courteous and tactful manner.
- Mediate and resolve conflicts between property owners, contractors, etc.

- Interact with the general public, contractors, co-workers, municipal and government officials, and other individuals in a courteous and tactful manner.
- Accurately perform mathematical calculations in the performance of job duties
- Utilize computers and software applications in the performance of job duties.
- Perform job duties efficiently while managing frequent interruptions.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Prepare and maintain accurate departmental records and reports.
- Communicate effectively, by telephone, written form, e-mail, or in person, with a variety of people, both verbally and in writing.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with the general public, private contractors and other business relations, other employees, and governmental agencies and municipal officials.
- Operate vehicles, machinery, equipment and tools pertaining to duties performed.
- Operates standard office equipment in the performance of job duties, i.e. fax machine, copier, personal computer, calculator, digital camera, etc.

EDUCATION AND EXPERIENCE

1. Graduation from high school or GED equivalent.
2. Minimum of four (4) years experience in building inspection and/or construction experience, or equivalent combination of education, training, and experience.
3. Must possess a Building Inspector certification within a time frame established by the employer.
4. Must be willing to obtain further education, training, and certifications as deemed appropriate and within a time frame established by the employer. Obtain ICC Certification of the following: Building Official, Building Inspector, Plan Examiner, Plumbing Inspector, Mechanical Inspector, Special Inspections Inspector. Continuing education in floodway/floodplain management.
5. Must possess a valid driver's license.

PHYSICAL REQUIREMENTS

Seeing and hearing: read documents, computer screen, answer phones, communicate in person.	75-100%
Standing and walking.	50-74%
Sitting	50-74%
Climbing, stooping, squatting and kneeling.	25-50%
Dexterity: utilizing phone, typing, and writing.	50-74%
Lift in excess of 50 pounds	0-24%

ESSENTIAL JOB FUNCTIONS

Departmental Support

- Assists with customer service and building permit application intake procedures.
- Provides assistance to construction professionals and the general public when needed to explain requirements for codes and permitting procedures and department policies.
- Assists in the review of plans, specifications, and other data to ensure compliance in meeting the minimum requirements of applicable building codes and other municipal requirements.

- Attends various meetings including City Council, Planning Commission and the Board of Adjustment; answers inquiries and makes recommendations pertaining to inspections and zoning administration.
- Attends various meetings and conferences to maintain awareness and keep abreast of the techniques and methods pertaining to inspections and zoning administration.
- Administers, implements and enforces floodplain regulations including review of applications.
- Perform administrative duties including the preparation of various reports and records pertaining to the duties performed.
- Coordinates with Permits Assistant to ensure inspections are completed and recorded in permitting software and records are properly maintained for all code compliance actions.
- Upon instruction from the Administrator issues verbal or written order for the correction of violation and infractions.
- Performs minor building maintenance, repair work as needed.

Inspections

- Conducts proper and timely inspections on residential and commercial projects for compliance with applicable codes and city ordinances including, but not limited to the inspection of structures for dangerous conditions and ordering discontinued use of the vacating of the building.
- Conducts Health and Safety inspections on residential and commercial properties, with a change in occupancy, within the Schuyler Department of Utilities service limits.
- Identifies municipal code violations. Informs citizens of violations and takes appropriate action. Maintains accurate files regarding violations and actions taken.
- Adheres to departmental policies and procedures by ensuring the appropriate application of local, state, and federal laws pertaining to permits and inspections.
- Follows proper procedures and works with the appropriate agencies, including the police, fire and health departments to correct code infractions.
- Maintains accurate records regarding construction inspections, indicating actions taken and recommendations made.

Code Enforcement

- Enforces applicable adopted building codes; explains and interprets codes to owners, private contractors, government officials and the general public.
- Attends meetings with architects, engineers, contractors, and the public to discuss code requirements at the direction of the Administrator.
- Investigates and resolves complaints from the general public concerning code violations. Prepares and files records and reports regarding inspections and responds to complainant indicating actions taken and recommendations made.

Special Requirements

- All employees hired to be on a six months probationary period.
- Possession of a valid driver's license.
- Must have a telephone.
- Must reside within the corporate limits of the City of Schuyler, Nebraska.

Pay Compensation: Salaried-overtime exempt

Performs other duties as assigned.