

# *Shelby County Fiscal Court*

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## **POSITION DESCRIPTION**

**POSITION TITLE:** Level I Building Inspector                      **DEPARTMENT:** Building Code Enforcement  
**CLASSIFICATION:** Technical/Service                              **SUBMITTED BY:** Human Resources  
**SALARY RANGE:** \$45,000 - \$55,000                              **APPROVED BY:** County Judge Executive

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## **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** County Judge Executive  
**POSITIONS SUPERVISED:** N/A

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## **POSITION PURPOSE**

Under general supervision of the County Judge Executive, performs all necessary functions to ensure proper enforcement of the Kentucky Building Code by performing on-side inspections of new or substantially remodeled family dwellings and commercial construction to ensure compliance with building codes and referenced standards and departmental approved construction plans. Performs related work as required.

## **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. Responsible for implementation and enforcement of the Kentucky Building Code.
2. Responsible for identifying unsafe structures and taking appropriate action consistent with State and Local Laws.
3. Performs work necessary for issuance or revocation of needed permits.
4. Reviews construction documents, issue compliance letters and Certificates of Occupancy.
5. Performs necessary inspections of construction sites to ensure compliance with Ordinances and permits.
6. Develops and maintains necessary records for all activities and responsibilities.
7. Works as appropriate with the County Attorney to pursue necessary legal action.
8. Consults with design professionals, contractors, County Officials, owners and the general public concerning projects under construction.
9. Attends meetings and training sessions.
10. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **EDUCATION/EXPERIENCE:**

- Graduate from accredited high school or GED equivalent and
  - a letter from an employer showing three (3) years experience in a responsible, directly-related construction position, such as a foreman, which required the ability to effectively read and interpret building plans and specifications; or
  - a letter from an employer showing three (3) years experience in an architect's or engineer's office performing building design or drafting duties,
- Or
- A certified copy of a college or university transcript for an associate degree in a construction related subject; or
- A certified copy of a college or university transcript for a bachelor degree in architecture, engineering, fire science or building technology.
- Certification as Kentucky Building Inspector; and
- Valid Kentucky Driver's License

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Comprehensive knowledge of the Kentucky Building Code and related laws and ordinances.
2. Ability to analyze complex budget, inventory and agency issues.
3. Ability to maintain confidential information and exercise professional judgment.
4. Knowledge of construction practices to allow for proper identification of violations of building codes.
5. Ability to accurately read and interpret plans, specifications, and other pertinent data for comparison with construction in progress.
6. Ability to establish and maintain effective working relationships with County Officials, other employees, contractors, architects, and the general public.
7. Ability to utilize computer and necessary software for the development of citations, documents and communications.
8. Ability to communicate effectively, both orally and in writing.
9. Physical agility to allow for proper inspection of structures.
10. Ability to organize and administer the agency programs.
11. Ability to react quickly and competently in an emergency situation.
12. Ability to perform related duties as assigned.

**CONDITONS OF EMPLOYMENT:**

- Direct Deposit Participation
- Background Check
- Drug Screening

**WORKING CONDITIONS PHYSICAL EFFORT:**

- Travel will be required to perform inspections.
- Must be able to bend, stoop, crawl and climb.
- Exposed to construction site dangers, must wear all required protection equipment when deemed necessary.
- Lifting up to 25 pounds is a requirement of the position.

**OVERTIME REQUIREMENTS:** Non-exempt

**AVAILABILITY:** Regular Shift may be contacted on emergency basis.

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**INTENT AND FUNCTIONS OF JOB DESCRIPTIONS**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral task, only incidentally related to each position, have been excluded. Requirements, skills, and abilities however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.