

Shelby County Fiscal Court

POSITION DESCRIPTION

POSITION TITLE: Level I Building Inspector **DEPARTMENT:** Building Code Enforcement
CLASSIFICATION: Technical/Service **SUBMITTED BY:** Human Resources
SALARY RANGE: \$55,000 to \$90,000/year **APPROVED BY:**

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Project Manager

POSITIONS SUPERVISED: Administrative Asst. Building Inspector

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-site 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, issues compliance letters and Certificates of Occupancy.
5. Perform 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. Attend 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’s 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.

CONDITIONS OF EMPLOYMENT:

- Participation in KPPA (Kentucky Public Pensions Authority) – Non-hazardous
- Participation in Payroll Direct Deposit Program
- Pre-Employment Background Check
- Pre-Employment Drug Screen

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: Exempt

AVAILABILITY: Regular Shift but may be contacted on an emergency basis.

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 decision. 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 tasks, 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 accommodation will be made which may pose serious health or safety risk 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.

Shelby County Fiscal Court is an Equal Opportunity Employer.