

Building Inspector / Code Administrator

JOB DESCRIPTION

This individual will have duties that include plan review, inspections related to new construction, property maintenance inspections, issuing appropriate permits, enforcing compliance with codes, and building maintenance duties.

Duties will include, but not be limited to:

Building Inspector

- A. Respond to all questions concerning Building Codes and procedures pertaining to the building process and/or the inspection process.
- B. Inspect all new buildings/additions/decks/pools/sheds with up to three inspections for houses.
- C. Inspect all commercial work with the number of inspections depending on the size of project.
- D. Meet with contractors on job sites as needed when questions arise and follow up as required.
- E. Complete and file all reports related to inspections.

Code Administrator

- A. Inspect all rental property including both residential and commercial.
- B. Complete an inspection report with a copy sent to the owner.
- C. Re-inspect properties that have failed the first inspection.
- D. Complete Occupancy Permits.
- E. Document all inspections in Access and Excel for reporting purposes.
- F. File all inspection applications/reports/Occupancy Permits.
- G. Answer questions concerning Property Maintenance Ordinance and other Ordinances.
- H. Continually monitor the City for all types of violations.
- I. Issue Ordinance violation notices.
- J. Attend Court if a violation deems a ticket.
- K. Complete and file reports/liens pertaining to violations.

Building Maintenance

- A. Responsible for City Hall maintenance, including but not limited to HVAC, plumbing, and cleaning crew.
- B. Responsible for oversight of City owned rental property, including but not limited to maintenance and repairs and rental of property.