

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Building Inspector I
Department:	Planning & Zoning Department
Reports To:	Planning & Zoning Director
FLSA Status:	Non-Exempt, hourly
Employment Status:	Full Time – 40 hours Biweekly
Pay Grade:	4

SUMMARY:

The Building Inspector I performs technical inspection work on residential properties to ensure compliance with applicable building, electric, HVAC, and plumbing codes. The Building Inspector I is responsible for maintaining construction standards including quality of workmanship, materials, design and safety. Duties are performed under limited supervision for residential work and direct supervision for commercial work.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: includes, but are not limited to:

- Assists with scheduling daily inspections and appointments;
- Inspects residential buildings to ensure compliance with the Kentucky Building Code;
- Assists with HUD housing inspections and record management as requested;
- Conducts plan reviews for residential construction including HVAC systems;
- Assists with plan reviews and inspections of commercial properties including HVAC systems;
- Prepares, issues and maintains applicable building, housing, code enforcement, and zoning permits and records;
- Issues stop work orders when appropriate with appropriate documentation and corrective action;
- Responds to general information requests about the zoning, code enforcement, construction and building inspections or refers the matter to appropriate staff;
- Prepares and maintains correspondence pertaining to the building inspection process;
- Assists with data collection and maintains various records pertaining to inspections and permits issued;
- Coordinates regular maintenance of any assigned vehicle with County maintenance department;
- Maintains applicable training and accreditation for the position;
- Provides in-person and telephone customer service determining the nature of business and providing information and direction;
- Maintains vehicles and equipment; and
- Assumes duties/responsibilities of coworkers and performs other duties as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- General knowledge of applicable building, HVAC, electrical, plumbing, and construction codes and processes;
- Ability to interpret complex building and fire codes and to apply them accurately and consistently;
- Ability to interact tactfully and courteously with the public and to establish and maintain effective working relationships with coworkers, county officials and members of the public;
- General computer software, application and systems knowledge and ability to maintain accurate records;
- General knowledge of established HUD Section 8 Housing standards and regulations related to procedures, safety, inspection, and construction;
- Knowledge of ordinances and code enforcement techniques;
- Ability to prepare and process correspondence pertaining to the building inspection process;

- Ability to create and maintain thorough, accurate records;
- Ability to exercise sound judgment; and
- Ability to work under general supervision.

EDUCATION, EXPERIENCE AND CERTIFICATION:

A High School Diploma or equivalent and three years of experience in a construction position requiring the ability to effectively read and interpret building plans and specifications, or experience in an architect or engineer’s office performing building design or drafting duties; or an equivalent combination of education and experience. An Associate’s Degree in a design, construction, architecture, engineering fire science, building technology or related field is preferred.

Certification from the Commonwealth of Kentucky as a Single/Two-Family Dwelling Building Inspector or the ability to obtain the certification within 6 months from date of hire is required and a condition of continued employment as a Building Inspector I.

NECESSARY SPECIAL REQUIREMENTS:

- Must maintain a valid Driver’s License and acceptable driving record; and
- Ability to meet the physical demands of the job which include, but are not limited to, sitting, walking standing, reaching, stooping, kneeling, crouching or crawling, climb or balance, and lift and/or move objects that weigh up to up to 50 pounds.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date

Supervisor Signature

Date