

**CAMPBELL COUNTY FISCAL COURT  
POSITION DESCRIPTION**



<b>Position Title:</b>	Building Inspector II
<b>Department:</b>	Planning & Zoning Department
<b>Reports To:</b>	Planning & Zoning Director
<b>FLSA Status:</b>	Non-Exempt, hourly
<b>Employment Status:</b>	Full Time – 80 hours Biweekly
<b>Pay Grade:</b>	6

**SUMMARY:**

The Building Inspector II performs technical inspections and plan reviews to ensure compliance with the Kentucky Building, Code, Campbell County Zoning Ordinances, and the Property Maintenance Code. The Building Inspector II is responsible for maintaining construction standards including quality of workmanship, materials, and safety. Duties are performed under general supervision.

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

- Inspects buildings to ensure compliance with the Kentucky Building Code;
- Conducts plan reviews for residential and commercial construction including HVAC systems;
- Issues building permits, sign permits, zoning permits, entrance permits, and road cut permits;
- Issues stop work orders;
- Enforces ordinances, related to discarded items, flooded areas, overgrown weeds and grass, and unfit structures;
- Prepares correspondence pertaining to the building inspection process;
- Prepares various reports related to the building inspections process for the Fiscal Court, City Councils, the Census Bureau, the Campbell County & Municipal Planning & Zoning Commission, the Homebuilders Association of Northern Kentucky, and the Kentucky Department of Housing, Building, and Construction;
- Maintains various records pertaining to inspections and permits issued ;
- Coordinates the regular maintenance of any assigned vehicle with County maintenance department;
- Determines supply needs for the Building Inspectors and directs purchase of necessary supplies; and
- Assumes duties/responsibilities of coworkers and performs other duties as assigned.

**QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):**

- Intermediate knowledge of applicable building, HVAC, electrical, plumbing, and construction codes and processes;
- Ability to interpret complex building codes and to apply them accurately and consistently;
- Ability to prepare and interpret financial reports and other reports at the request of the Fiscal Court, City Councils, the Campbell County & Municipal Planning & Zoning Commission, the Homebuilders Association of Northern Kentucky, and the Kentucky Department of Housing, Building and Construction;
- 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;
- Knowledge of ordinances and code enforcement techniques;
- Ability to prepare and process all correspondence pertaining to the building inspection process;
- Ability to create and maintain thorough, accurate;
- Ability to exercise sound judgment; and
- Ability to work under general supervision.

**EDUCATION, CERTIFICATION AND EXPERIENCE:**

A High School Diploma or equivalent and four 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 level two (II) Building Inspector is required at the time of hire or promotion, and a condition of employment as a Building Inspector II.

**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