

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



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

SUMMARY:

The Building Inspector III 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 III is responsible for maintaining construction standards including quality of workmanship, materials, and safety. Duties are performed under limited supervision.

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

- Conducts plan reviews and inspections for residential and commercial construction including HVAC systems;
- Supervises and evaluates the work of staff engaged in inspections and plan reviews;
- Adjusts inspection schedules based on inspector's location, knowledge and experience to make efficient use of inspections;
- Serves as a subject matter expert for lower-level inspectors;
- Assists in the preparation of the department budget and administers the unit budget and prepares financial reports as required;
- Issues building permits, sign permits, zoning permits, entrance permits, and road cut permits;
- Issues stop work orders when appropriate with appropriate documentation and corrective action;
- Enforces ordinances, related to discarded items, flooded areas, overgrown weeds and grass, and unfit structures;
- Prepares and reviews 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, the Kentucky Department of Housing, Building, and Construction, and other agencies as requested;
- Prepares and maintains various records pertaining to inspections and permits issued;
- Serves on committees and attend meetings as a representative of the department;
- Reviews and recommends efficiency and policy measures related to building inspections. 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;
- 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):

- Advanced knowledge of applicable building, HVAC, electrical, plumbing, and construction codes and processes;
- Advanced knowledge and skill in building plan review;
- Ability to interpret complex building codes and to apply them accurately and consistently;

- Ability to supervise and evaluate construction to ensure compliance with the Kentucky Building Code;
- Ability to assist in the preparation of the department budget and to administer the department's budget as required;
- 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 limited supervision.

EDUCATION, CERTIFICATION AND EXPERIENCE:

A High School Diploma or equivalent and five years of experience in a construction position requiring the knowledge and 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. A Bachelor'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 Three (III) Building Inspector at the time of hire is required and a condition of continued employment as a Building Inspector III.

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