

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Building Inspector Trainee
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 Trainee will work in an apprenticeship capacity and will gain progressively responsible technical experience which provides knowledge of construction inspection and plan review. The Building Inspector Trainee assists with technical inspection work on residential properties to ensure compliance with applicable building, electric, HVAC, and plumbing codes. The Building Inspector Trainee is responsible for maintaining construction standards including quality of workmanship, materials, design and safety. Duties are performed under direct supervision.

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

- Assists with scheduling daily inspections and appointments;
- Assists with residential building inspections to ensure compliance with the Kentucky Building Code;
- Drafts and maintains applicable building, housing, code enforcement, and zoning permits and records;
- 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;
- Completes applicable training as assigned by supervisor;
- Provides in-person and telephone customer service determining the nature of business and providing information and direction; 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;
- Desire to expand knowledge and gain experience in the building inspection field including plan review and interpretation;
- 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;
- 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 direct supervision in both independent and team settings.

EDUCATION, EXPERIENCE AND CERTIFICATION:

A High School Diploma or equivalent and one year of experience in a construction field, or one year of post-secondary education in a relevant field. An Associate’s Degree in a design, construction, architecture, engineering fire science, building technology or related field is preferred.

Achievement of the minimum required education and/or experience to enter the Commonwealth of Kentucky Training and Certification for Building Inspections within two years of hire is required and is a condition of continued employment as a Building Inspector Trainee.

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 _____