



TITLE: Code Inspector I/II/III/IV/V
PG: GO/GP/GR/GT/GU (depending on minimum qualifications)
DEPARTMENT: Codes
REPORTS TO: Building, Electrical, Fire and Gas Codes Official
REVISION DATE: SEPTEMBER 2022

PURPOSE OF POSITION:

The purpose of this position is to perform intermediate technical work in the plan review and inspection of residential, commercial, industrial, and public facilities for compliance with building, plumbing, mechanical, gas piping and electrical codes, and other ordinances. May be assigned specific inspection areas, and other duties per position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs field inspections of residential, commercial, industrial, and public facilities for compliance with building, plumbing, mechanical, gas piping and electrical codes, and other ordinances.
2. Conducts building and related inspections.
3. Prepares and maintaining inspection records and files.
4. Receives and investigates complaints regarding non-compliant construction and inspects existing buildings for hazardous conditions or systems failure.
5. Receives and resolves complaints regarding defective construction and handles enforcement issues.
6. Researches manufacturing specs for compliance with standards. Communicates findings.
7. Inspects existing building for hazardous conditions, structural failure.
8. Reports hazardous or life-threatening conditions to the Building Official and assists with the complaint as assigned.
9. Receives applications, issues and maintains file of various permits and maintains appropriate records.
10. Where construction is not in compliance with regulations as to methods and/or materials, works with the builder to bring the construction into compliance, and issues warnings and stop-work order if necessary.
11. Answers questions and provides assistance to private citizens, contractors, and builders. Provides code interpretations.
12. Checks plans to verify code compliance.
13. Prepares cases for the Construction Board of Adjustments and Appeals.
14. Testifies in court on code violation cases or before the Construction Board of Adjustments and Appeals.
15. Compiles reports, prepares and maintains records regarding inspections.
16. Assists with plan reviews for determining codes, standards, and life safety standard compliance.
17. Compiles reports, data, and photographic evidence as required for meetings of the Board of Adjustments and Appeals.
18. Assists with various other types of inspections where required.
19. Regular and predictable attendance.
20. Ability to work in a cooperative manner with others.
21. Performs related tasks as required.

MINIMUM QUALIFICATIONS:

Codes Inspector I

- High School Diploma/GED.
- Must have five (5) years' recent construction related experience.
- Must obtain two (2) I.C.C. certifications as identified by and beneficial to the City.
- Must have a valid driver's license.

Codes Inspector II

- Must meet all qualifications of Code Inspector I.
- High School Diploma/GED.
- Must have four (4) or more I.C.C. certifications as identified by and beneficial to the City.

KNOWLEDGE, SKILLS AND ABILITIES:

- Based on certifications, knowledge of electrical installations, materials and methods and stages of construction when possible violations and defects may be most easily observed and corrected.
 - Based on certifications, knowledge of building construction materials and methods and stages of construction when possible violations and defects may be most easily observed and corrected.
 - Based on certifications, knowledge of Plumbing & Mechanical materials and methods and stages of construction when possible violations and defects may be most easily observed and corrected.
 - Ability to detect poor workmanship, inferior materials, and hazards of fire and collapse in Building, Plumbing, Electrical and Mechanical systems.
 - General knowledge of State and City building and related codes, laws and ordinances.
 - Ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process.
 - Ability to contact building owners, contractors and the public and effect satisfactory working relationships.
 - Firmness and tact in enforcing ordinances and codes.
 - Ability to establish and maintain effective and professional working relationships with vendors, finance staff, other department heads and governmental officials.
 - General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
 - Ability to prepare and maintain accurate and concise records and reports.
 - Ability to understand and effectively carry out verbal and written instructions.
 - Ability to communicate effectively with other members of the staff, supervisor, and the public.
 - Ability to communicate in both written and verbal form.
 - Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
 - Ability to define problems and deal with a variety of situations.
 - Ability to think quickly, maintain self-control, and adapt to stressful situations.
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- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
 - Organizational and time management skills needed to meet deadlines.
 - Must have ability to work accurately with attention to detail.
 - Ability to maintain confidentiality.
 - Ability to work the allocated hours of the position.
 - Ability to train and supervise personnel.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:

Work is often in an office setting. However, the employee is subject to outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery and extreme weather conditions.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.