

## City of Gardner Position Description

### BUILDING INSPECTOR

*Position Title:* Building Inspector/ Plans Reviewer  
*Department:* Business & Economic Development  
*Reports To:* Business & Economic Development Director  
*Salary Range:* 4  
*FLSA Status:* Non-Exempt (eligible for overtime pay)  
*Last Update:* October 17, 2016

#### **Job Summary:**

Primary duties are to review plans, including reading blue prints and technical diagrams, conduct field inspections in areas of responsibility of commercial and residential property development for the purpose of obtaining compliance with city-adopted codes, ordinance, and plan approvals relating to building safety. The position entails applying the technical provisions found in the building codes and associated standards, as well as other applicable ordinances related to the construction industry. Work is performed with latitude for the interpretation and application of policies and standards under general supervision.

#### **Job Scope:**

General supervision is provided by the Business & Economic Development Director. Position requires a responsible individual with the ability to exercise independent and logical reasoning and judgment.

#### **Essential Duties and Responsibilities:**

- Performs general inspections of residential, commercial, and industrial buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations of the city
- Reviews plans for conformance to various building, electrical, mechanical, plumbing, and structural codes and regulations; authorizes acceptance, or rejections of building permit applications based on review, issues and appropriate permits
- Communicates and interprets city codes and policies to general public, residential, commercial and industrial contractors, architects, and engineers by written reports, meetings, and personal contact
- Completes, maintains and files a variety of records, reports, documents, and correspondence related to field inspections
- Initiates corrective legal procedures to correct violations of city codes. Receives complaints, observes violations of city building codes and ordinances, conducts inspections, notes conditions, and prepares violation notices with other city personnel. Talks to residents and business owners regarding complaints. Deals with property owners, occupants, and the public. Assist other city personnel identify property owners and send written notices of violations, and establish target dates for correction. Conducts follow-up inspections to determine if deficiencies have been corrected. Helps prepare case files and records for Municipal Court action in the event deficiencies are not corrected; and appears before the court and testifies as to the facts of the case.
- Maintains related files and prepares reports as required for the Codes Division
- Keeps abreast of modifications of departmental policies, building codes, new products, and code enforcement techniques
- Investigates complaints in areas of responsibility to determine if life-safety or illegal conditions exist, and take enforcement actions necessary to promote compliance with city ordinances
- Drives city vehicles to perform inspections, attend meetings and training
- Carries and responds to cell phone while on duty
- Works closely with city residents in assisting with the design, plan review, and inspection process
- Enters inspection and other information data into computer systems that relate to areas of responsibilities
- Ensure the adherence to safe working practices and procedures
- Performs other related duties as assigned or requested
- Coordinates with other applicable city review professionals to achieve timely plan review.
- Assists with plan reviews.

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#### **Education, Certification and Experience Requirements:**

Must have a high school diploma or equivalent, and four (4) years experience in Building Trades, Inspection, and/or Plans examiner; or Bachelor of Arts/Science Degree with a major in Civil Engineering, Architecture, or a related field with two (2) years of experience. Must have ICC Residential or Commercial Building, Electrical, and Mechanical or Plumbing Inspector certifications. Requires the possession of a valid driver's license and a good driving record.

#### **Skills, Knowledge and Abilities:**

Knowledge of approved methods and materials used in construction and maintenance to perform residential and commercial inspections. Knowledge of minimum housing code requirements and related state, federal and municipal codes, and City ordinances. Ability to comprehend verbally, express ideas verbally, comprehend written material, express ideas in writing and comprehend arithmetically. Ability to work independently, as part of a team, and with the public. Ability to prioritize work and meet deadlines, and protect confidential information. Must have ability to understand department rules and regulations, City of Gardner rules and regulations, standard operating procedures, and ability to follow same. Ability to make rational decisions efficiently during variable and sometime stressful conditions, including the ability to calmly interact with the public and other city personnel. Ability to respond to emergencies, changes and directives effectively. Ability to move around job sites safely. Proficient in Adobe PDF Editing. Knowledge of Sungard building permit systems is a plus.

#### **Tools and Equipment Used:**

Proficient computer operations in work processing spreadsheets, internal software programs; telephone; copier; facsimile, and vehicle. Ability to use or learn to use, AFCl/GFI tester, digital illuminometer, calculator, cell phone, tape measure, DE meter, and photometric meter, and a vehicle.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Exposed to construction at all stages, dirt, dust, insulation, uneven surfaces, loose debris, bending stooping while inspecting nail pattern, climbing on ladders and stairs, work and balancing on uneven construction sites, reaching above shoulder to check electrical panels, pushing to see how strong a material is, and twisting while inspecting in restricted spaces. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is also required to sit, talk, and listen. Personal protective equipment is required.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works both outside and within an office environment. Noise levels range from moderately quiet to very noisy. Must have adequate environmental tolerance, including the ability to work in variable and sometime extreme weather conditions such as rain, snow, storms, heat, cold, and any other weather indigenous to the area.

#### **Selection Guidelines:**

Formal application, rating of education and experience; and successful completion of oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments may be required.

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*The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.*

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.