

POSITION DESCRIPTION

Class Title: Building Inspector
Department: Inspection Department
Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and complex technical work in building inspection work to insure that the Uniform Construction Code and other related codes and standards are met.

SUPERVISION RECEIVED:

Works under the general supervision of the Uniform Construction Official.

SUPERVISION EXERCISED

None generally. May exercise supervision over part-time, temporary or other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Is responsible for the examination of plans for new structures to see that they comply with the building subcode.

Visits construction jobs underway, checks the quality and amount of work done and makes decisions involving construction problems.

Initiates and enforces rules and regulations in relation to enforcement of building subcode.

Initiates legal action against violators of building subcode.

Prepares necessary reports.

Establishes and maintains needed records and files.

Collects fees for the issuance of various permits and keeps records of same, if required.

Ability to read, write, speak, understand the English language.

Ability to analyze and interpret the Uniform Construction Code, local building code, and other local ordinances that apply to buildings, and other laws, rules, regulations and policies applicable to buildings; to carry out the provisions of the Uniform construction Code as they relate to residential and small commercial structures, industrial and commercial structures and to high-rise/hazardous structures.

PERIPHERAL DUTIES

Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.

Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.

QUALIFICATIONS and REQUIREMENTS

Education and Experience:

(A) Graduation from a standard senior high school or GED equivalent, and

(B) Valid building inspector's license of the appropriate class issued by the New Jersey Department of Community Affairs.

Necessary knowledge, Skills and Abilities:

(A) R.C.S. License

Basic knowledge of structural design and analysis techniques necessary to check compliance with the uniform construction code particularly with regard to wood framing, light steel and wall bearing systems which includes foundation, wall, floor and roof framing systems; of the basic material standards and code and enforcement requirements related to weatherability and durability of installed construction materials; of basic fire protection requirements; of basic inspection tools and test methods; of the organization and content of the uniform construction code; of the preparation of violation notices and prescribed inspection record keeping; of the classification of structures into class category.

To analyze and interpret the provisions of the Uniform construction Code, that apply to buildings and other laws, rules, regulations and policies applicable to buildings; to carry out the provisions of the Uniform Construction Code as they relate to residential and small commercial structures; to prepare building construction plans and specifications and to review for accuracy and feasibility those prepared by others; to work harmoniously with other municipal unit heads, and with private contractors and architects; to make thorough investigations and inspections; to prepare clear, sound, accurate and informative reports of inspections and investigations containing findings, conclusions and recommendations; to keep required records and files; to prosecute violations of the building code by appearing in court.

(B) I.C.S. License

The knowledge and abilities for an R.C.S. License plus knowledge of requirements of uniform construction code for Class II construction including; organization and content of Uniform Construction Code regulations and organization and content of building subcode; of basic classification of structures into class categories; of methods of systematic plans analysis; of information pertaining to structural, architectural, mechanical, plumbing, fire protection and electrical features of buildings which must be shown on plans to ensure compliance with uniform construction code; of code requirements related to fire divisions in buildings; of design analysis methods needed to ensure that structural and mechanical elements of building depicted on plans do in fact conform to code requirements; of field inspection and controlled inspection techniques necessary to ensure that the materials installed at construction site are of same strength and quality as assumed by the design calculations and that they are installed in the manner required to achieve and preserve that strength.

(C) H.H.S. License

The knowledge and abilities for an R.C.S. and I.C.S. Licenses plus knowledge of advanced structural systems including structural design and analysis technique necessary to check compliance with the code for the heavily loaded and technically advanced systems which characterize class I buildings; of pile and other foundation systems used to bear very heavy loads, and analysis of high-rise framing systems including wind load and seismic considerations; knowledge of fire protection systems requirements, standards and design methods for exotic (non-water) fire suppression system; compartmentation elevator, voice alarm and other high rise fire safety systems including material and installation standards and methods for ensuring compliance with those standards;

knowledge of the requirements for and the design principals involved in the various types of heating, ventilating and air conditioning systems found in class I structures with particular emphasis on procedures ensuring adequacy of installation including fire protection requirements for such systems.

SPECIAL REQUIREMENTS

A valid state driver's license, or ability to obtain one by start of employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office settings. Outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application to include licensing, experience and interview by governing body committee.

The duties listed above are intended only as illustrations of the various types of work that may be 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: