

**Reports To:** City Administrator  
**Date Revised:** 6/23/2020

**FLSA Classification:** Full Time - Exempt  
**Department:** Administration

### Position Summary

Performs a variety of routine and complex technical work in building inspection work to ensure that the adopted Building Code and other related codes and standards are met.

### Position Responsibilities - Essential Job Functions

#### **General Duties**

- Works closely with all the staff to ensure a positive work environment.
- Provides excellent customer service in carrying out all required functions.
- Enforces building related codes, including those adopted by City Council and local codes such as, property maintenance, flood control, zoning etc. Issues correction notices and citations.
- Performs required commercial and residential plan review functions.
- Performs building inspections to ensure compliance with adopted building code.
- Maintains record of building and inspection activity and completes related reports. Issues certificates and permits as appropriate.
- Responds to complex and sensitive building issues regarding commercial and residential buildings, building construction and code compliance.
- Assists in resolving customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
- Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.
- Maintains prompt and regular attendance; adheres to City policies regarding absences and tardiness.
- Performs other directly related duties consistent with classification role and function.

### Performance Indicators

- **Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and divisions, co-workers and the general public effectively.
- **Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."
- **Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.
- **Attendance:** Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to City Administrator with respect to vacation time and time-off requests.
- **Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

- **Judgment:** Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks experienced advice and researches problems, situations and alternatives before exercising judgment.
- **Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.
- **Relationships with Others:** Shares knowledge with City Administrator, department directors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with City Administrator, professionals and the general public.
- **Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.
- **Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace. Maintains equipment and machinery in proper and safe working condition, making minor repairs as needed and ensuring that major repairs are made promptly.

### Position Responsibilities - Additional Job Functions

- Perform other duties as assigned and requested. It is understood that every incidental duty connected with operations detailed in this job description are not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions and as requested by the City Administrator.
- Assists in administering the permitting function, including application processing, fee assessment and collection and permit issuance.
- Coordinates with Fire Department on building inspections and plan review functions
- Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.
- Assists the Board of Appeals as needed and providing required information.
- Review the proposed subdivisions for code compliance
- Performs the duties of a plan examiner, or mechanical, plumbing or electrical inspector as needed and qualified.

## Essential Skills and Experience

- Must possess valid driver's license.
- Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Must have graduated from a standard senior high school or GED equivalent, have four (4) years of experience in general construction and related fields, or any equivalent combination of education and experience.
- Must have thorough knowledge of adopted Building Codes and general construction codes, and a thorough knowledge of carpentry; Considerable knowledge in carpentry work, cement work and skill in applying knowledge of building codes, zoning and land use applications.
- Requires the ability to work will with the public and with local contractors; ability to read and understand complicated plans and blueprints; ability to communicate effectively both orally and in writing.
- Requires the ability to gather, organize, analyze, examine, and evaluate data or information. Prescribe action based on such data or information.
- Requires the ability to provide information, guidance, or assistance to people to facilitate task accomplishment.
- Requires the ability to perform semi-skilled work involving set procedures and rules but with frequent problems.
- Requires the ability to complete manual, or technical tasks prescribed by standard practices which may require the use of several procedures, and the use of independent judgments with obvious choices. (Requires normal attention for accurate results.)
- Requires the ability to operate a personal computer, including word processor and permitting software.
- Demonstrates strong ethical standards, reliability, professionalism, positive attitude, and ability to remain calm in stressful situations.

## Essential Safety Skills - Work Environment

To ensure the greatest possible protection for employees in the workplace, the City of Travelers Rest requires cooperative efforts of all employees with help in establishing and maintaining a safe and healthful work environment.

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

While performing the duties of this job, the employee occasionally 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.

## ADA Compliance

The City of Travelers Rest is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

The City Administrator has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the administrator reserves the right to change this job description and/or assign tasks for the employee to perform, as the Council may deem appropriate.

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 Print Employee Name

Employee Signature

Date Signed

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 Print Administrator/Supervisor Name

Administrator/Supervisor Signature

Date Signed

**Building Official**
**July 2020**

This is not a contract. No information in this document will alter the at-will employment relationship.