



City of Jeffersontown

Job Title: Permitting & Enforcement Inspector I
Department: Department of Permitting & Enforcement
Supervisor: Director, Permitting & Enforcement
Status: Non-Exempt

Date Created: November 1, 2004

Summary of Purpose:

Interprets and enforces compliance with local, state, and federal codes and ordinances. Obtains compliance with building, electrical, and zoning codes. Performs work under direct supervision of either the Permitting & Enforcement Inspector II or the Director, Permitting & Enforcement. This position serves as an entry-level position.

Duties (Essential Functions):

1. Inspects single family and duplex buildings in the process of construction, alteration, or repair for compliance with Uniform Building Code, including building setbacks from property lines to foundation, foundation soil bearing, steel size and placement, foundation wall steel placement, roof and foundation drains, crawl spaces, framing and shear walls, insulation, drywall nailing and fire related construction, roof sheathing and nailing, and a final inspection for occupancy.
2. Conducts mechanical inspections including single family and duplex installation of gas piping, furnace, and ductwork, ventilation fans and ductwork, water heater, and other gas appliance installations in compliance with the Uniform Mechanical Codes.
3. Provides continuous evaluation of construction progress to observe safety procedures and sound construction practices. Issues stop work orders for work commencing without building permits or not in compliance with building codes.
4. Facilitates preconstruction meetings with contractors, owners, architects, and other City staff.
5. Provides field and office assistance to the general public with respect to building code issues; interprets building codes in the field and authorizes alternative methods of construction in compliance with the codes.
6. Organizes, prepares, and maintains accurate reports and records of inspection activities; writes letters regarding compliance on specific building issues, and completes other written reports and records as needed.
7. Provides assistance to plans examiner for review of permits relating to decks and stairs, and single-family residence permit application.
8. Investigates citizen complaints involving health and life-safety issues; works with code compliance officer to resolves issues.
9. Performs other duties as assigned.

Education:

High School diploma or equivalent, along with two years' vocational training in Uniform Building Code or law enforcement training.

Experience:

Two to three years of increasingly responsible experience in one or more areas of building construction, law enforcement, inspection and regulatory investigation, or related engineering experience involving application of building, plumbing, and/or electrical codes.

Knowledge, Skills, and Abilities:

- Knowledge of municipal building, zoning, and related codes, ordinances, and regulations;
- Knowledge of the Uniform Building, Plumbing, Mechanical, Kentucky energy and ventilation and indoor quality codes;
- Knowledge of inspection techniques and practices;
- Knowledge of all stages of residential building construction, plumbing, and mechanical installation;
- Interpersonal and organizational skills;
- Customer service skills;
- Computer skills, including ArcView;
- Ability to read and interpret architectural drawings, site plans, topography, and structural drawings with actual construction;
- Ability to set priorities and meet deadlines;
- Ability to interpret codes and resolve field problems, offering acceptable alternative solutions;
- Ability to prepare and maintain accurate and concise records and files;
- Ability to communicate effectively, both orally and in writing, with builders, contractors, and the general public;
- Ability to establish and maintain effective working relationships with other employees, contractors, and the general public;
- Ability to obtain an Kentucky Certified 1 & 2 Family;
- Ability to adhere to strict confidentiality requirements;
- Ability to project a professional, positive image.

Physical Requirements:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City. Must have availability to work off-hours shifts or events as required; strength to lift and carry materials weighing up to 40 pounds; vision to read printed materials and a computer screen; ability to sit or stand for extended periods of time; and hearing and speech to communicate effectively in person, over the telephone, or through written correspondence. Must be able to lift and maneuver extension ladders and climb with no height restrictions, and to crawl under structures to perform required inspections.

Additional Requirements:

Possession of a valid Kentucky Driver's License and satisfactory driving record as a condition of initial and continued employment.