

CITY OF BEREA
POSITION DESCRIPTION

Class Title: Codes Enforcement Officer/Building Inspector

Department: Planning and Codes Enforcement

Supervisor: Planning and Codes Administrator

Supervises: None

Class Characteristics: The Codes Enforcement Officer/Building Inspector, under the general administrative direction of the Planning and Codes Administrator, administers and enforces zoning codes and ordinances, building codes and ordinances, and other ordinances relating to the general health and welfare of the community. Interprets provisions of the zoning and building codes and ordinances; develops and maintains records pertaining to the office; performs related work as required.

Distinguishing Features of the Class: The employee in this class is responsible for the inspection of all buildings and equipment in the city to insure compliance with the Kentucky Building Code and applicable standards of construction, alteration, maintenance and safety. The employee interprets provisions of the City Zoning Ordinances; performs and maintains records pertaining to the office; enforces other city ordinances relating to the general health and welfare of the community;

General Duties and Responsibilities:

Essential:

1. Assists with planning, implementing and revising goals, objectives, and standards of the department.
2. Assists Planning and Codes Administrator to carry out tasks.
3. Interprets provisions of city ordinances, KBC requirements, and related publications.
4. Accepts and reviews plans to insure that buildings, signs, related structures, and site will be in compliance with applicable codes, ordinances, and regulations; issues permits.
5. When properly certified, accepts and reviews applications for building permits for conformity.
6. Performs field inspections to insure compliance with all regulations, including City Business License requirements.
7. Inspects buildings, signs, related structures and site during various stages of construction to ensure that contractors and/or owners have complied with specifications and regulations.
8. Inspects alterations and repair jobs on all structures.
9. Checks streets, yards, buildings, signs and related structures and/or uses to ensure proper maintenance in compliance with applicable regulations.
10. Prepares complaints for legal actions against violators of building codes, condemnation codes, zoning ordinances, subdivision regulations, and related ordinances.

11. Compiles and prepares, after research, changes and modifications needed in zoning and related codes and ordinances, and assists in recommending changes in same.
12. Examines zoning requirements.
13. Investigates complaints of zoning violations and violations of other city codes.
14. Enforces all city ordinances, including property maintenance code.
15. Examines subdivision plats for compliance with Subdivision and Zoning requirements.
16. Prepares written reports of all complaints, including current status, and enters report into departmental data base.
17. Locates GPS coordinates for new structures.
18. Bills and collects code violation fines.
19. Prepares records and reports as required.
20. Prepares and presents reports, orally and in writing.
21. Attends Planning Commission, Board of Zoning Appeals, and other meetings as required.

Non-essential: Performs specialized inspections as qualified (i.e. electrical, HVAC, etc.)

MINIMUM QUALIFICATIONS

Training and Experience: Sufficient education and/or work experience to become a candidate for certification in the Kentucky Certified Building Inspection Program immediately upon employment in the position. (See also Certification Requirements for additional information.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, federal, state and local laws, administrative regulations and ordinances relating to planning and zoning, including subdivision and zoning regulations, Kentucky Building Code, CAB One-and Two-Family Code, BOCA Property Maintenance code, etc., and other local ordinances as relating to zoning administration, codes enforcement, and building inspection.
2. Knowledge of, or ability to learn, state fire codes.
3. Knowledge of basic building construction principles.
4. Knowledge of all types of construction materials and methods, and of the stages of construction at which violations and defects may be observed and corrected.
5. Knowledge of computers and applicable software programs.

Skills:

1. Good computer skills.
2. Good communication skills.
3. Public relations skills.
4. Skill in reading blueprints.

Abilities:

1. Ability to read and interpret plans, specifications and blueprints quickly and accurately, and to compare them with construction in different stages of completeness.
2. Ability to detect deviations from code and safety requirements.
3. Ability to enforce codes, including the enlistment of permit holders in securing compliance with codes.
4. Ability to prepare clear and accurate reports, and to maintain an effective filing system.
5. Ability to assist with local planning and zoning responsibilities.
6. Ability to work with different types of people and agencies, civic groups and citizen groups.
7. Ability to communicate effectively, orally and in writing.
8. Ability to establish and maintain effective working relationship with developers/builders, city officers and employees, and the general public.
9. Analytical and administrative abilities.
10. Ability to multi-task.
11. Ability to climb ladders, work in confined areas and adverse weather conditions.
12. Honesty; integrity; self-motivation.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are initially very specific, but become more general as the duties and responsibilities of the position are learned; many aspects of work continue to be covered specifically, but personal judgment must continue to be used.

Processes: Work varies slightly; seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Work is initially reviewed very thoroughly, but is reviewed less often with work experience on the job.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Tools, Equipment and Vehicles Used: Must drive vehicle as a requirement of the job; must use normal office equipment (computer hardware and software, telephone, fax machine, copier); GPS unit; hand-held tools to confirm compliance with regulations.

Physical Demands: Work is performed both indoors and outdoors, requiring intermittent sitting, standing and walking in an office environment, and outdoors, regardless of weather conditions; exposed to all weather conditions, at which time must be mobile to climb muddy hills, long stairs, ladders, etc.; must have good vision; must lift objects weighing less than 25 pounds; exposed to noise, high places, confined spaces; must operate a vehicle as a requirement of the job.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky as a condition of continued employment in the position.

Training Requirements: Must attend training to obtain certification; must attend annual training to maintain certification.

Certification Requirements: Employees in this class shall become certified as a Residential Inspector within the first year of employment, a General Building Inspector during the second year of employment, and in Commercial Plan Review during the third year of employment. Employees in this class must attend job-related seminars and training to obtain and maintain certification requirements as contained in 815 KAR 7:070.

Additional Requirements: Must attend meetings after normal working hours; may occasionally need to report for work prior to the normal starting time or remain at work after normal closing hours.

Overtime Provision: Non-exempt.