

## City of Claremont, New Hampshire Position Description

<b>Position Title:</b>	Building Inspector	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Chief Building & Code Enforcement Officer	<b>Union/Merit:</b>	AFSME Union - Clerical
<b>Department:</b>	Planning & Development	<b>Grade Level-Points:</b>	Level IV
		<b>Revised/Updated:</b>	09/17/18

### Job Summary

To inspect buildings and structures during construction, repair, and alteration to ensure compliance with applicable state and city regulations and building codes as well as adherence to specifications and plans. To supervise the issuance of permits and to assist in enforcing environmental, health, and safety regulations. While the Building Inspector generally carries out the essential job functions at the direction of the Chief Building Inspector and Health Officer, the Building Inspector is nonetheless to carry out the essential job functions list below in a self-directed manner when appropriate and necessary.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Reviews construction plans and performs on site inspections for all types of construction to include; verifies that the plans have been prepared by a person legally authorized to do so, assure that prior approvals have been obtained as appropriate, assure that plans meet the required degree of code compliance on alterations, additions, conversions and repairs, determine occupancy classification and physical properties of building, examines grades and elevations for buildings, determine building height in feet above grade, determine building height in stories, and determine separation distance from exterior walls to property lines.
2. Inspects buildings and structures for compliance with building codes and regulations.
3. Enforces all applicable city, state and federal codes and regulations including ICC Building, Plumbing, Electrical, ANSI (handicap accessibility code), State and Energy.
4. Cites deficiencies and rechecks to make sure corrections have been made.
5. Assists in the enforcement of environmental regulations including wetlands restrictions, waste disposal, or other possible environmental pollutants.
6. Ensures that land usage and buildings conform to health and safety as well as zoning regulations.
7. Reviews construction plans and specifications working with the City Planning, Department of Public Works, Fire Department and other city departments to insure all necessary contacts have been made and impact fees have been calculated and collected.

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8. Assists and serves on the Technical Review Committee with other departments involved in proposed and current projects
9. Assists contractors, public and other city staff with related questions or concerns regarding city code regulations.
10. Assists with the maintenance of all department records. Maintains up to date reference files.
11. Maintains current National Certification (ICC Building Inspector and ICC Plans Examiner) through continuing education.
12. Reports to Health Services Inspector any non-building sanitary and environmental issues, and inspects when necessary.
13. Conducts plan review meetings with architects, engineers, contractors, builders, owners and the general public to answer questions regarding code requirements, permitting, and plan review procedures.
14. Performs Code Enforcement duties as assigned.
15. Performs other related duties as assigned.

### **Peripheral Duties**

Perform the duties of subordinate personnel as needed.  
Analyze and recommend improvements to equipment and facilities, as needed.  
Participate in various committees.

### **Desired Minimum Qualifications**

#### *Education and Experience:*

Three (3) years of experience in building trades construction and two (2) years as a municipal or county building inspector, OR Five (5) years of experience as a municipal or county building inspector.

An Associate's degree in building inspection technology is desirable and may be substituted for two (2) years of experience.

Knowledge of building, electrical, plumbing, sewer, and related codes as well as basic principles and techniques of building inspection.

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An International Code Council Building Inspector Certificate is desirable.

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

#### Knowledge of:

- Computer applications related to the work.
- Extensive knowledge of principles and practices of building construction, plumbing, electrical, mechanical trades.
- Extensive knowledge of blueprints and construction plans.
- Considerable knowledge of record keeping, report preparation, filing methods and records management techniques.
- Considerable knowledge of applicable state, federal and local laws, rules and regulations.

#### Ability to:

- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.
- Read and interpret construction plans and drawings.
- Read, analyze and interpret professional periodicals and journals, technical procedures, construction codes, architectural and engineering plans and specifications, and government regulations.
- Deal with problems involving variables in standardized and unique situations.
- Make accurate arithmetic calculations.
- Demonstrated ability to communicate both orally and in writing.

#### Skill in:

- Considerable skill in organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Skill in the use of the tools and equipment listed below.

### **Supervision Received**

Works directly under the Chief Building & Code Enforcement Officer

### **Supervision Exercised**

None

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## Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

## Licensing & Certification

ICC Building Inspectors Certificate.

ICC Building Plan Examiner Certificate.

Must obtain certificates listed above within one year of employment and must maintain any required approvals and designations as required.

Must maintain a valid motor vehicle operator's license.

## Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine etc.; various codes, ordinances, manuals, and handbooks.

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors; landscaped, rough or uneven terrain; cement, asphalt, stone or soil surfaces.

**Typical Controls & Equipment:** Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, microfilm/fiche reader, computer mouse.

**Typical Work Environment:** Inside: 20% Outside: 80%

**Summary of Occupational Exposures:** May be exposed to cleaning fluids, copier toner, etc. as well as exposure to construction equipment, sunlight, insects, domestic and wild animals, and all New England weather conditions.

The incumbent's working conditions are typically quiet to moderately loud.

## **Physical Activity Requirements**

### **Primary Physical Requirements**

### **Other Physical Considerations**

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<u>LIFT up to 10 lbs.:</u>	Frequently required	<u>Twisting:</u>	Occasionally required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required	<u>Bending:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required	<u>Crawling:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required	<u>Squatting:</u>	Occasionally required
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<u>CARRY up to 10 lbs.:</u>	Occasionally required	<u>Kneeling:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required	<u>Crouching:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required	<u>Balancing:</u>	Rarely required
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<u>REACH above shoulder height:</u>	Occasionally required	<u>Grasping:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required	<u>Fingering:</u>	Frequently required

### During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

### Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting &amp; Smelling:</u>	Not required for the performance of the functions of this position.

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