

Class Title: Zoning Administrator/Building Inspector

Department: Administration

Supervisor: Mayor

Supervises: None

Class Characteristics: Under general direction, serves as Zoning Administrator, and Building Inspector for the city; assists with Planning functions; administers flood plan management; performs related work as required. Provides on-site inspections of premises and structures to ensure compliance with state and local codes and ordinances. Duties and responsibilities include serving as lead worker in performing field inspections and preparing related records and reports.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Essential Duties: Performs responsible, technical inspection work in obtaining compliance with the building maintenance code, zoning code, flood control code, subdivision regulations, and related ordinances. Makes inspections at various stages of completion to insure compliance with code. Enforces state laws and administrative regulations and local ordinances involving building codes. Observes proper placement and zoning for exterior signs. Works with federal and state inspectors in the inspection of building construction in enforcing federal and state building codes. Monitors and enforces flood-plane regulations. Works with civic and citizen groups. Represents the Mayor at outside meetings as requested. Attends council meetings and delivers reports as requested.

Responsibilities:

- Performs on-site inspections of proposed, under construction, and existing structures/buildings to ensure compliance with applicable local, state and federal codes to ensure public safety, and reviews for compliance with local zoning ordinances.
- Works with architects, contractors, property owners, and tenants on matters involving building codes and building code violations; collects documents and photographs as required.
- Prepares and maintains reports and records of all inspections performed, and prepares correspondence concerning codes and other violations for appropriate distribution.
- Responds to citizen complaints regarding building code violations; makes on-site inspections; completes necessary forms, and follows up to make sure violations are corrected.
- Reviews commercial and residential building permit applications for compliance with applicable codes; notes issues or discrepancies, communicates with applicant to resolve and follow up to ensure appropriate changes are completed.
- Performs clerical tasks such as data entry, reporting, preparing correspondence and memoranda, downloading photographs into computer system, telephoning, scanning, faxing, and photocopying.

- Attends staff meetings to exchange information; attends technical or professional classes, seminars, or conferences to improve professional skills and knowledge, and to advance the level of required certification.
- Performs other related duties as required.

Minimum Training, Knowledge, and Abilities:

Prefer an associate's degree relating to building or construction field with three to five years of practical experience as a building official and/or inspector or related; three to five years' practical experience as a contractor and/or in the building trades; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. (See certification requirements below for additional requirements)

Knowledge: Considerable knowledge of local zoning code, BOCA code, subdivision regulations, flood control code, national building codes, and other local ordinances as relating to zoning administration, codes enforcement, and building inspection. Considerable knowledge of public administration practices and theories, rules and regulations. Considerable knowledge of federal and state building codes, and state fire codes. Knowledge of basic building construction principles. 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. Knowledge of the techniques and approaches used in obtaining boundary compliance with codes and ordinances. Knowledge of planning theories and practices.

Abilities: Ability to read and interpret plans, specifications and blueprints quickly and accurately, and to compare them with construction in different stages of completeness. Ability detect deviations from code and safety requirements. Ability to enforce codes, including the enlistment of permit holders securing compliance with codes. Ability to prepare and maintain effective filing system. Ability to assist with local planning responsibilities. Ability to work with civic groups and citizen groups. Ability to prepare and maintain clear and accurate records and reports. Ability to establish and maintain effective working relationship with developers/builders, city and county officers and employees, and the general public.

Certification Requirements:

Must possess or have the ability to earn State certification as a Building Inspector Level II; and must have or be able to successfully complete the following International Code Council Examinations:

- B1- Residential Building Inspector
- B2- Commercial Building Inspector
- M2- Mechanical Inspector

The certifications referenced herein should be completed within two years of employment.

Additional Information:

Instructions: Instructions are somewhat general; many aspects of work covered specifically, but must also use some of own judgement.

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

Review of Work: Work is reviewed through reports, records, etc.

Analytical Requirements:

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

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure, and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, sell and train others, including the ability to act in a lead capacity. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize descriptive data and information, such as regulations, building plans, correspondences and general operating manuals.

Tools, Equipment and Vehicles Used: Telephone, copier, hand tools, etc. Must drive vehicle as a requirement of the job.

Physical Requirements of the Job: Work is performed both in office, requiring intermittent sitting, standing and walking, and outdoors, regardless of weather conditions; exposed to all weather conditions, at which time must be mobile to climb muddy hills, long stairs, ladder, etc., to inspect buildings and enforce zoning codes. Must lift objects weighing less than twenty-five pounds. Exposed to high places, confined spaces, noises, machinery and its moving parts. Must operate vehicle as a requirement of the job.

Judgement and Situational Reasoning Ability:

- Ability to apply situational reasoning ability by exercising judgement, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgement.

Additional Information:

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

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky.

Overtime Provision: Exempt.

Americans with Disabilities Act Compliance

The City of Russellville is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.