

Town Of Bargersville Building & Utilities Inspector

Job Description

Job Title: Building & Utilities Inspector
Department: Development/Utilities
Reports To: Chief Building & Utilities Inspector
FLSA Status: Non-exempt/hourly
Prepared By: Director of Development
Prepared Date: January 2, 2019
Approved By: Director of Development
Approved Date: January 2, 2019

SUMMARY

Inspection of all commercial and residential structures for compliance of all state and local building codes.
Inspection of all water and sewer lines installed in the services areas for compliance of the utilities standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Inspections of commercial and residential building for compliance of all state and local building codes
- Sign off on temporary and permanent Certificate of Occupancy permits as field inspector
- Recognize and enforce the utilities standards
- Read and recognize construction plans
- Inspect contractors work for compliance throughout various phases of the construction process
- Inspect water and sanitary sewer lines for compliance of the utilities standards
- Perform tests on all utilities to make sure they meet the utilities standards
- Inspections of commercial and residential properties for compliance with storm water and erosion control standards
- Enforcement inspections
- All other duties as assigned

SUPERVISORY RESPONSIBILITIES

None at this time

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Water and Sewer Construction Inspection Course
- Intermediate experience and recognizing all of the state and local building codes
- Must have technical knowledge in reading of construction plans
- Must be flexible and able to make decisions quickly and accurately

EDUCATION and/or EXPERIENCE

High school diploma or equivalent; three to six months related experience and/or training; or equivalent

combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS and WORK ENVIRONMENT The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Activity | Check if Applicable | % of Time Spent Doing | Working Conditions | Check if Applicable | % of Time Spent Doing |
|-----------------------------|---------------------|-----------------------|--------------------------------|---------------------|-----------------------|
| Standing | X | 100% | Automated equipment, machinery | | |
| Walking | X | 100% | Moving mechanical parts | | |
| Sitting | X | 33% | High, precarious places | | |
| Using hands & fingers | X | 33% | Fumes or airborne materials | | |
| Reaching with hands & arms | X | 100% | Toxic or caustic chemicals | | |
| Climb or balance | X | 33% | Outdoor weather conditions | x | 66% |
| Stoop, kneel, crouch, crawl | X | 100% | Extreme Cold (non-weather) | | |
| Talk or hear | X | 100% | Extreme Heat (non-weather) | | |
| Taste or smell | X | 33% | Risk of electrical shock | x | 66% |
| Lifting up to 10 lbs. | | | Work with explosives | | |
| Lifting up to 50 lbs | X | 33% | Risk of radiation | | |
| Lifting over 50 lbs | | | Vibration | x | 33% |
| Close vision | X | 33% | Very quiet conditions | | |
| Distance vision | X | 33% | Quiet conditions | | |
| Color vision | | | Moderate noise | | |
| Peripheral vision | X | 33% | Loud noise | | |
| Depth perception | X | 33% | Very loud noise | x | 66% |

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Director of Development Signature: _____

Date: _____