

City of Bluffton

Job Description

Job Title: Building Inspector
Department: Building Department
Reports To: Building Commissioner
FLSA Status: Exempt
Last HR Review: March 2021

Principal Function: The Building Inspector is responsible for the day-to-day activities of the department by overseeing and coordinating all operations at the direction of the Building Commissioner.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Takes responsibility for matters related to section 15.02 in reference to the Building Inspector, section 15.05 in reference to the Building Officer, and in section 15.10 in reference to the Building Commissioner.
2. Performs needed inspections of building remodels or new building construction within the City of Bluffton.
3. Receives complaints, investigates, and issues unsafe building violations and minimum housing standard violations; enforces junk and trash violations, as appropriate.
4. Reviews building plans for the City of Bluffton.
5. Approves the building permits, issues permits, and collects fees for the permits, as necessary.
6. Issues certificates of occupancy, as needed.
7. Completes continuing education classes on building codes and practices, as needed.
8. Maintains an effective communication process with the Building Commissioner.

Supervisory Responsibilities: Supervises the Assistant to the Building Commissioner. Employee carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; scheduling and approving time worked; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. 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 duties and responsibilities.

Competencies: To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Customer Service** – Responds to requests for service and assistance; Manages difficult or emotional customer situations focusing on listening without interrupting and keeping one's emotions under control; Solicits customer feedback to improve service; Maintains confidentiality and meets commitments.
- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person

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with an alternate plan.

Job-related Competencies – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Oral Communication** -Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization’s goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Education and/or Experience: High school diploma or general education degree (GED); and one-year related experience and/or training; or equivalent combination of education and experience. Previous experience in building construction or related field is desired.

Other Skills and Abilities: The following skills and abilities are either required or desired.

- Computer software skills required include: Microsoft Outlook, Word, Excel, and PowerPoint. Experience working with permitting software is desired.
- A working knowledge of the processes, procedures, and practices of building construction is required.
- The ability to read and interpret blueprints or CAD drawings is required.
- A working knowledge of building codes and minimum housing standards is required.
- The ability to operate all Building Department vehicles and tools is required.
- The ability to maintain cooperative relationships with City officials and with the general public is required.
- The ability to prepare and review reports is required.
- The ability to attend meetings and seminars as requested, is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is desired.
- The ability to speak, read and write in English is required. Spanish is desired.

Physical Demands: The physical demands 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 duties and responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and or move up to 25 pounds.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or

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less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee regularly is exposed to the risk of electrical shock when working with office equipment; and outdoor weather conditions. The employee is frequently exposed to extreme cold (non-weather); and extreme heat (non-weather). The employee is occasionally exposed to wet or humid conditions; working near moving mechanical parts; work in high, precarious places; and vibration. The noise level in the work environment is usually moderate to loud.

Personal protective equipment must be worn as required to include: work boots, hard hats, safety goggles, gloves, and protective clothing.

While the offices of the City are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position may require work beyond these hours and on the weekends. It also requires the ability to drive Building Department vehicles. Thus, a valid driver's license is required.

SIGNATURES:

Incumbent's Signature

Incumbent's Printed Name

Date

Building Commissioner's Signature

Building Commissioner's Printed Name

Date

City of Bluffton

Application for Employment

Date of Application: _____

Full Name: _____

Full Address: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Email Address: _____

Are you 18 years or older? Yes No Are you legally eligible to work in the United States? Yes No
Applicants for Patrol Officers or Full-time firefighters must be at least 21 and less than 36.

Have you previously been employed by the City? Yes No If Yes, give date(s) _____

Do you now or have you ever had a relative employed by the City? Yes No If yes, who and your relationship?

Have you been arrested or convicted of a crime that has not been expunged by a court? Yes No

If yes, please explain: _____

Candidates selected for probable employment who are age 18 or older may be required to consent to a background check as a condition of employment.

Position(s) Desired: _____
(Please list the title of the position as posted. Do not leave blank or list "any.")

On what date would you be available for work? _____

Status Desired: Full Time Part-Time Desired Hourly Rate/Base Salary: _____

Are you available to work: Weekday/Daytime Hours Weekday/Evening Hours Saturday Sunday

Are you currently employed? Yes No If so, may we contact your present employer? Yes No

Do you have any special skills, volunteer experience and/or training that would enhance your ability to perform the position applied for? Yes No If yes, please explain: _____

Do you hold a license or professional certification? Yes No If yes, please specify: _____

Do you participate in any professional associations that would enhance your ability to perform the position applied for? Yes No If yes, please explain: _____

Personal References

Please list three persons not related to you, and preferably who you have worked with/for and have known at least 3 years

Name	Address/Phone/Email	Company Name	Years Known

Employment History

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Attach additional sheets of paper if needed. Incomplete information could disqualify you from further consideration.

Employer's Name:	From:	To:
Full Address:		
Position/Title:	Rate of Pay:	
Reason for Leaving:		
Supervisor Name/Title:	Phone #:	
Briefly Describe Duties: _____ _____		
Employer's Name:	From:	To:
Full Address:		
Position/Title:	Rate of Pay:	
Reason for Leaving:		
Supervisor Name/Title:	Phone #:	
Briefly Describe Duties: _____ _____		
Employer's Name:	From:	To:
Full Address:		
Position/Title:	Rate of Pay:	
Reason for Leaving:		
Supervisor Name/Title:	Phone #:	
Briefly Describe Duties: _____ _____		

Education

Type of School	Name and Location of School	# of Years Attended	Degree Received	Subjects Studied or Major
High School				
College or University				
Other Technical/Trade School or Business School				

Please read carefully before signing.

The City of Bluffton is an equal opportunity employer. The City of Bluffton does not discriminate in employment on account of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status or any other protected class as defined by federal, state, and local laws. The City of Bluffton will comply with its obligation to provide reasonable accommodation to qualified individuals with disabilities.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes an obligation for the City of Bluffton to hire me. If I am hired, I understand that either the City of Bluffton or I may terminate employment at any time for any reason, with or without cause and without prior notice. I understand that no representative of the City of Bluffton has the authority to make any assurance to the contrary. In addition, I understand that the City of Bluffton utilizes the national E-Verify system to confirm my employment eligibility.

I attest with my signature below that I have given to the City of Bluffton true and complete information on this application. No requested information has been concealed. I authorize the City of Bluffton to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

X _____ Date: _____
(Applicant Signature)