

**TOWN OF GREENVILLE
JOB DESCRIPTION
BUILDING INSPECTOR/CODE ENFORCEMENT**

Created: June 8, 2011

Revised:

Revised:

SUPERVISION RECEIVED

Performs assigned functions independently and uses discretion in the interpretation, application, and enforcement of laws, codes, regulations, and ordinances. Works under the direct supervision of the Board of Selectmen, who evaluate work performance and effectiveness. Consult with other building officials and State agencies to confirm appropriate application of zoning interpretation and background information.

SUPERVISION EXERCISED

Supervise self to meet day to day activities, inspections, and reports.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

Building Inspector

- Building permits – application, fee assessment & collection, permit issuance, issue certificates of occupancy, including record keeping process
- Enforce national, federal, state & local building codes, such as International Code Council (ICC, International Residential Codes and International Building Codes (IBC), life safety codes, subdivision, site review and zoning ordinances.
- Issue correction notices, code violations, and Cease & Desist Orders
- Review plans, sketches, wiring diagrams for conformity to code and ordinance requirements prior to issuing permits for electrical installations
- Inspect all permitted projects to ensure compliance with Town adopted codes
- Attend Planning Board and Zoning Board of Adjustment meetings as necessary
- Liaison to flood insurance program for Town
- Keep inspection records, updates Town Administrator and/or Board of Selectmen on a regular basis as defined by the BOS
- Prepare annual budget and report for Building Inspection Department

Code Enforcement

- Monitors and ensures that all town codes, ordinances, regulations and state laws are enforced
- Field inspections of building, demolition and development projects during and upon completion for compliance with approved plans and specifications

- Investigate, photograph, report and prepare code violation notices for hand delivery on violation complaints
- Keep record of activity

Other

- Assist public with questions regarding zoning, building code requirements, subdivision/site plan regulations and application process
- Completes recording of approved plan(s) and documents, collects administrative and recording fees.
- Works closely with Town Administrator to ensure tax maps include new subdivisions, lot line adjustments, etc.
- Attend Planning Board and Zoning Board of Adjustment meetings as required to assist in site plan development and site plan acceptance.
- Review town zoning regulations annually for content and applicability, recommends zoning ordinance updates to the Planning Board and or BOS.

Other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Must have comprehensive knowledge of State and Federal laws in building and land use standards; all-inclusive knowledge of locally-adopted zoning, land use, and building ordinances. Highly skilled in conflict resolution and problem solving. Intermediate to expert use of a personal computer with standard office software; basic skill in use of standard office equipment. Ability to interpret and enforce zoning ordinances and State laws; ability to explain, instruct, and advise the general public, fellow Town employees, and other Town officials in code enforcement requirements, codes, regulations, and zoning; ability to read and understand plans, maps; ability to understand the enforcement action process; ability to document inquiries and inspection reports; ability to use a tape measure, smoke detector tester, and electrical tester; ability to speak, read, and write English; ability to develop, present, and administer a departmental budget; ability to communicate effectively both orally and in writing; ability to handle stressful situations; ability to do math computations; ability to establish and maintain effective working relationships with Town officials, all Town employees and departments, other building officials, State inspectors, contractors, architects, engineers, property owners, and the general public; ability to attend some evening meetings.

QUALIFICATIONS

At least 2-year minimum education in Civil or like Engineering discipline with two years of experience or 10 years combined experience in land use planning, code enforcement, and building trades; certification in one or more of these areas preferred. Continuing training and education in building codes essential. Previous Building Inspector/Code Enforcement experience preferred; OR any equivalent combination of education and experience which demonstrates possession of the requisite knowledge, skills, and abilities. Must be in possession of and maintain valid driver's license.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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 functions.)

For communicating with others, talking is required; for receiving information and instructions from others, the ability to hear or read is required. Physical demands while performing inspections and investigations include traversing rough terrain including wetlands and forests; other physical effort required is walking, standing, climbing up and down, and lifting up to 50 pounds. Work is performed under varied conditions involving some disagreeable factors such as inclement weather, dirt, and dust; exposure to normal construction hazards while reviewing projects under construction, as well as exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, and insects and bees.

Voted and approved June 8, 2011