

**TOWN OF STEVENSVILLE  
BUILDING DEPARTMENT POSITION DESCRIPTION**

Class Title: Building Inspector  
Department: Community Development  
Division: Building Code Enforcement  
Date: 08/27/2018

**GENERAL PURPOSE**

Receives permit applications, plans and documents for review, reviews documents for compliance with currently adopted codes, ordinances and accepted practices, calculates permit fees and issues permits.

**SUPERIVSION RECEIVED**

Works under the direct supervision of the Community Development Director.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists the public, contractors and other town departments as it relates to codes and information;

Conduct on-site inspections of construction projects for compliance with adopted codes and accepted building practices and issues correction notices as needed.

Investigates work that may be done without required permits;

Issues "Stop Work" order if necessary

Maintains complete and accurate records

Be available to answer questions regarding building codes and the permitting process to the public, council members and staff as well as other public agencies, architects and engineers

Able to effectively communicate verbally and in writing, in English with the public, contractors, town employees, town council, architects, engineers, etc.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Minimum 5 years recent (last 10 years) construction experience with a minimum of 2 years at the Journeyman level.
- (C) Knowledge of construction, accepted construction practices, building codes (including electrical, plumbing mechanical codes).
- (D) Ability to read and comprehend construction documents and blueprints.

Necessary Knowledge, Skills and Abilities:

- (A) Must obtain a residential inspector certification by ICC within 6 months of hire.
- (B) Must possess a valid Montana driver’s license.
- (C) Must be willing to acquire ICC Inspector Certifications in Commercial, Electrical, Plumbing and Mechanical Disciplines, Minimum 1 Certification every 6 months.
- (D) Skill in enforcing all codes equitably & fairly;
- (E) Able to effectively communicate with the public, contractors, town officials, town employees and resolve difficult situations in a professional manner;
- (F) Ability to professionally communicate orally and in writing;
- (G) Maintain permit, plan and record files in an organized and professional manner;
- (H) Have a working knowledge of resources available related to the duties of the position

**SPECIAL REQUIREMENTS**

- (A) No felony convictions or disqualifying criminal histories within the past seven (7) years.
- (B) Ability to read and write the English language.
- (C) Hold a valid Montana Driver’s License.

**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 functions.
- Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50-75lbs., distinguish color and wear protective apparel.
- This position may require exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards and traffic hazards.
- The ability to perceived depth is required.

Employee:\_\_\_\_\_

Date:\_\_\_\_\_

Supervisor:\_\_\_\_\_

Date:\_\_\_\_\_