

CITY: East Helena

DEPARTMENT: Public Safety

POSITION: Building Code Inspector

ACCOUNTABLE TO: Mayor

SUMMARY OF WORK & WORK SCHEDULE: The Inspector position performs all pre-construction approval and complex technical building inspections of all structures, including residential and commercial projects, under construction in the City of East Helena to ensure compliance with plans and building codes. This is a part time commission-based position.

JOB CHARACTERISTICS:

Nature of Work: This position conducts building plan review, field inspections of ongoing construction ensuring compliance with all applicable building codes. Responds to request for code interpretation and application from contractors and property owners in the field.

Personal Contacts: Position comes into frequent contact with supervisor, fellow employees, and the general public requiring clarity of communication and tact.

Supervision Received: Position is responsible to and receives instructions from the Mayor on a weekly basis or as needed. Position may periodically report to the City Council accomplishments and/or to make recommendations.

Supervision Exercised: None

Essential Functions: Reviews plans and specifications, on-site, to ensure construction is in accordance with city-approved plans. Maintains up-to-date knowledge of national, regional and City building codes.

AREAS OF JOB ACCOUNTABLE AND PERFORMANCE:

- Review and evaluate building plans and blueprints.
- Inspect construction sites to ensure compliance with building codes and regulations.
- Examine building materials to ensure they meet quality standards.
- Provide written reports detailing inspection findings.
- Issue violation notices and stop-work orders if needed.
- Monitor construction projects to ensure ongoing compliance.
- Answer questions and provide guidance to builders and developers on building codes.
- Maintain records of inspections and issued permits.

JOB REQUIREMENTS:

Knowledge: Knowledge of the applicable codes, ordinances and regulations regarding the building industry; knowledge of the methods, materials and workmanship standards governing the installation and modification of plumbing, gas, electrical and mechanical systems; knowledge of current developments in the building industry.

Skills: Skill communicate in writing; skill to communicate orally; skill in taking measurement using tape measures and other standard measuring devices; skill in walking long distances over long periods of time under a variety of weather conditions.

EDUCATION & EXPERIENCE:

- Education:**
- High school graduate or GED.
 - Must be either inspector certified or have a construction related engineering or architecture degree or license.
 - Must possess a valid Montana Driver's license.

Experience: A minimum of two years' experience in the building industry. Any work-related experience resulting in acceptable proficiency levels in the above required knowledge, skills and abilities is an acceptable substitute for the above specified education and experience requirements.

The above knowledge, skills and abilities are usually acquired by a combination of education and experience equivalent to:

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be used primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Diligently performs duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public and city officials.
- Observes work hours.
- Abides by City Policies.
- Establishes and maintains effective working relationships with fellow employees, supervisors, consultants and the general public.