

## **City of Booneville Job Description**

**JOB TITLE:** Director (Building Inspector, Zoning Officer, and Safety Coordinator)

**DEPARTMENT:** Public Property

**FLSA:** Exempt

**REPORTS TO:** Mayor/Board of Aldermen

**SUPERVISES:** Public Property Department

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### **POSITION SUMMARY**

The purpose of this position is to inspect new and existing buildings and structures to enforce conformance to building, grading, and zoning laws and approved plans, specifications, and standards, inspects electrical and plumbing installations to verify conformance with safety laws and ordinances by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Inspects residential, commercial, industrial, and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards in compliance with all city codes and ordinances.
- Inspects electrical and plumbing installations during construction or remodeling to enforce laws and ordinances establishing and maintaining minimum standards for residential, commercial, and industrial electrical installation and appliances.
- Reviews electrical and plumbing plans and materials list to interpret specifications and methods of installation.
- Verifies loads, demand factors, and number of circuits to ensure that circuits are capable of operating without overloads.
- Inspects electric wiring, fixtures, and equipment, and issues notices to repair, remove, or refrain from using items found to be unsafe.
- Observes conditions and issues notices for corrections to persons responsible for conformance.
- Obtains evidence and prepares report concerning violations which have not been corrected.
- Interprets legal requirements and recommends compliance procedures to contractors, craft workers, and owners.

- Keeps inspection records and prepares reports for use by administrative or judicial authorities.
- Conducts surveys of existing buildings to determine lack of prescribed maintenance, housing violations, or hazardous conditions.
- Reviews request for and issues building permits.
- Review applications for zoning changes, perform initial review, and forward them to zoning board for final decision.
- Inspect lot and building plans to ensure that building activity meets requirements of a particular zone as established by city ordinances and rules and regulations of the zoning board.
- Develop and implement a plan for employee safety to be followed by all city departments.
- Investigate "on the job" accidents and make reports as required by city policy.
- Formulate corrective measures following "on the job" accidents and incorporate these measures into safety policies.
- Supervise employees working in areas of facilities maintenance.

**MINIMUM EDUCATION AND EXPERIENCE**

<b>Education:</b>	<b>Minimum</b> Associate’s degree	<b>Education</b> Engineering, Architecture or related field
<b>Experience (yrs.):</b>	Three (3) years related experience and/or training; or equivalent combination of education and experience.	

**Substitutions Allowed for Education:**  
None

**Substitutions Allowed for Experience:**  
Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Certificates and Licenses:**

- Asbestos Inspection and Assessment
- Valid Driver’s License

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Provides recognition for results.
- Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Demonstrates accuracy and thoroughness.
- Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue.
- Follows policies and procedures; Completes administrative tasks correctly and on time; Supports city's goals.
- Displays willingness to make decisions· Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process· Makes timely decisions.
- Sets and achieves goals; Demonstrates persistence and overcomes obstacles.
- Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.
- 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 own actions; Follows through on commitments.
- Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- 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.

## **PERFORMANCE APTITUDES**

- **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 to employees of the city.
- **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- **Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

#### **ADA Compliance:**

- **Physical Ability:** While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.
- **Environmental Factors:** 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 functions. The noise level in the work environment is usually quiet to moderate.

*The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.*

*The City of Booneville, Mississippi, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*