

Approved by the
Board of Selectman
3-09-11

Town of Scotland, CT
Building Inspector
Job Description

Job Title: **Building Inspector**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date:3-9-11

Job Desc. Last Review Date:

Job Desc. Approved By: **Scotland BOS** Date:3-9-11

This position is: Elected Appointed Hired

GENERAL DESCRIPTION

The Building Inspector inspects buildings and structures to ensure that they are constructed in a safe and sanitary manner; performs plan reviews and on site inspections of new residential and commercial construction; investigates complaints and enforces all applicable codes and ordinances relating to construction; and, performs energy analysis of structures.

JOB DUTIES

1. Examine construction plans to ensure compliance with applicable zoning codes, town ordinances and building codes.
2. Inspect buildings and structures to ensure that construction, alterations, or maintenance work is accomplished in compliance with approved plans and related codes and ordinances.
3. Inspect existing buildings to determine hazardous conditions, structural failures or the need for maintenance and repair.
4. Issue Certificates of Occupancy.
5. Investigate complaints to determine general condition and compliance of dwellings, premises, non-dwelling structures and vacant lands with Building Codes and related ordinances.
6. Assist property owners, contractors, and others in interpreting and explaining Zoning, Connecticut Building Code, and applicable ordinances governing residential properties.
7. Provide assistance in processing of permit applications.
8. Consult with other agencies as necessary for the enforcement of applicable ordinances and regulations as they may affect Building and Zoning.
9. Issue violation notices as appropriate.
10. Represent the town in court cases when required.
11. Keep records, provide reports, as requested.
12. Develop and maintain good working relationships with contractors and the public.

13. Serve as a technical resource for various agencies, contractors, and the public.
14. Supervises the building clerk including: assigning and prioritizing duties, reviewing and approving work.
15. Provide input to the First Selectman for budget preparation; assist in monitoring the building department budget during the year.
16. Attend seminars/classes that are related to field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The Building Inspector is required to perform all duties as stipulated in the Connecticut State Building Code.

SUPERVISION GIVEN

Exercises general and technical supervision over the Building Clerk.

SUPERVISION RECEIVED

Works under the administrative direction of the First Selectman.

QUALIFICATIONS

1. High School Graduate or its equivalent and five (5) years experience in construction, or as a Building Inspector; or equivalent combination of education and experience.
2. Must be State Certified Building Official
3. Must have a good working knowledge of home construction and repair, including electrical, heating, sewage, insulation, and water problems.
4. Must have valid drivers license and a reliable motor vehicle.
5. Ability to communicate effectively both orally and in writing with state regulatory agencies, elected officials, town staff, and the general public.
6. Considerable knowledge regarding Scotland and Connecticut zoning regulations, ordinances, and building codes.
7. Considerable knowledge of the safe and proper methods of building construction, and of tools, methods, operations, and materials used in the construction industry.
8. Ability to analyze data, and to prepare reports.
9. Some experience with Microsoft Office software, and email systems.
10. Ability to communicate complex information and rules effectively both orally and in writing.

TOOLS AND EQUIPMENT USED

Telephone system, computer, Microsoft Office applications, specialized software, motor vehicle.

PHYSICAL DEMANDS

1. Physical ability to make field inspections and walk properties inside and outside; sometimes negotiating rough terrain.
2. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus to use the computer, read code and statute, and prepare reports.
3. While performing the duties of this job, the employee may be required to walk, climb stairs, stand, talk, hear, sit, or drive.
4. Ability to lift up to 50 pounds.
5. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Work Environment: Indoor office setting, outdoor property inspections.

Outdoor inspection work.

Interaction with town residents, town board and commission members, auditors, state officials, and officials of other towns.

COMPENSATION

1. This is a salaried position; salary is approved by the Board of Selectmen.
2. This position is exempt from “overtime” wages.
3. Any travel required is compensated at the prevailing IRS rate.
4. Pay period is monthly.
5. There are no health or retirement benefits associated with this position.

The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.