



Code Enforcement/Building Inspector – Job Description – City of Yazoo City

DEFINITION:

To inspect existing residential buildings and dwelling units, visually, to determine compliance with city ordinance standards and explains ordinance requirements to concerned personnel. Obtains permission from owners and tenants to enter dwellings. Visually examines all areas to determine compliance with ordinance standards for heating, lighting, ventilating, and plumbing installations. Inspects premises for overall cleanliness, adequate disposal of garbage and rubbish, and for signs of vermin infestation. Prepares forms and letters advising property owners and tenants of possible violations and time allowed for correcting deficiencies. Consults file of violation reports and revisits dwellings at periodic intervals to verify correction of violations by property owners and tenants. Explains requirements of housing standards ordinance to property owners, building contractors, and other interested parties.

SUPERVISION RECEIVED AND EXERCISED:

Directly reports to the Mayor of the City of Yazoo City.

Receives general supervision and administrative direction from the Mayor of Yazoo City.

Collaborate with Department Heads for specific safety requirements within each department.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES:

1. Use survey instruments, metering devices, tape measures, and test equipment, such as concrete strength measurers, to perform inspections.
2. Inspect bridges, dams, highways, buildings, wiring, plumbing, electrical circuits, sewers, heating systems, and foundations during and after construction for structural quality, general safety and conformance to specifications and codes.
3. Maintain daily logs and supplement inspection records with photographs.
4. Review and interpret plans, blueprints, site layouts, specifications, and construction methods to ensure compliance to legal requirements and safety regulations.
5. Inspect and monitor construction sites to ensure adherence to safety standards, building codes, and specifications.
6. Measure dimensions and verify level, alignment, and elevation of structures and fixtures to ensure compliance to building plans and codes.
7. Issue violation notices and stop-work orders, conferring with owners, violators, and authorities to explain regulations and recommend rectifications.
8. Issue permits for construction, relocation, demolition and occupancy.
9. Approve and sign plans that meet required specifications.
10. Compute estimates of work completed or of needed renovations or upgrades and approve payment for contractors.

11. Monitor installation of plumbing, wiring, equipment, and appliances to ensure that installation is performed properly and is in compliance with applicable regulations.
12. Examine lifting and conveying devices, such as elevators, escalators, moving sidewalks, lifts and hoists, inclined railways, ski lifts, and amusement rides to ensure safety and proper functioning.
13. Train, direct and supervise other construction inspectors.
14. Evaluate premises for cleanliness, including proper garbage disposal and lack of vermin infestation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

Extensive knowledge of the overall operations of the City of Yazoo including policies, procedures, and ordinances

Knowledge of construction design techniques and construction materials, plumbing, electrical systems, heating systems, and sewerage systems.

Knowledge of accounting or bookkeeping sufficient to handle the city's financial records

SKILLS AND ABILITIES:

Ability to operate office machines and computers

Plan, organize, implement, direct and monitor

Skill in interpersonal relations and written and oral communications sufficient to soothe irate citizens and communicate with Mayor and Board of Aldermen, management staff and employees

Advanced math skills

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

EXPERIENCE & GUIDELINES:

High School Diploma/ GED

Advanced academic education completion from an accredited institution in related areas to the position

Minimum ten years' experience in related work experience with progressive responsibilities

Any combination of experience and training that would likely provide the required knowledge and abilities is acceptable