



JOB ANNOUNCEMENT

Announcement Date: November 7, 2024

Closing Date: Open Until Filled

Announcement Type: Internal/External

Announcement Number: 24-23

Job Title: Building Inspector

Department: Building Inspection (General)

FLSA Classification: Hourly, Non Exempt

Application Process

Applications may be obtained from the City of Guntersville Human Resources (Personnel) Office located at 341 Gunter Avenue, Guntersville, AL or by visiting our website at www.guntersvilleal.org. Completed applications for qualified applicants should be returned to the City of Guntersville Human Resources (Personnel) Department. Applications will be accepted **until position is filled.**

THE CITY OF GUNTERSVILLE IS A DRUG/ALCOHOL FREE WORKPLACE

EQUAL OPPORTUNITY EMPLOYER

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Title: Building Inspector**Department:** General**Hours:** Normally 8 AM – 4:30 PM, M-F**FLSA Classification:** Hourly, Non-Exempt**Nature of Work**

This is a technical and administrative position responsible for conducting inspections primarily of residential buildings to ensure compliance with relevant building inspection codes set forth by the City of Guntersville and national code standards. Work involves, but not limited to conducting inspections of workmanship, material quality and electrical and plumbing installations. Work also involves approving permits and licensing. Work is performed and reviewed under the supervision of the Building Official.

Essential Functions

- Performs field inspections of buildings and plumbing and electrical installations at various stages in the construction process; makes final examination of completed installations for workmanship and use of proper materials as well as compliance with applicable codes and ordinances.
- Inspects construction alterations, demolition, use and occupancy of buildings and premises to verify structural strength, stability, adequate lighting, ventilation, and safety to life and property from hazards.
- Accepts and approves applications for permit; examines specifications and plans to ensure proposed work complies with ordinances, regulations, and codes; recommends methods of improvement in order to comply with applicable codes; approves permits to be issued.
- Provides information and technical assistance concerning code requirement; discuss problem areas with property owners and contractors; recommends solutions to problems and responds to questions or complaints concerning code violations.
- Interprets and enforces the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies, and procedures; initiates any actions necessary to correct deviations or violations.
- Enforces the provisions of the city zoning ordinances and subdivision regulations; answers questions and provides information concerning city zoning ordinances and subdivision regulations.
- Accepts applications for special exceptions and variance request for forwarding to the Zoning Board of Adjustments and/or Guntersville Planning Commission.
- Enforces city ordinances relating to unsanitary conditions of property and buildings.

- Coordinates inspection activities with property owners, contractors, and other inspectors or individuals; coordinates and schedules inspections with City Fire Marshall for all new businesses and short term rentals.
- Documents inspections, prepares reports, and maintains records of worked performed.
- Issues certificate of occupancy and certificate of completion when construction is complete and meets all codes.
- Support office staff and provide counter service when needed.
- Participates in professional/public meeting and continuing education as required.
- These are not to be construed as exclusive or all-inclusive duties. Other duties and responsibilities may be added, deleted, or changed at any given time at the discretion of the Building Official. It may be done formally or informally, either verbally or in writing.

Knowledge, Skills & Abilities

- Knowledge of ICC codes, National/International Fire codes, IEC Electrical codes and applicable City ordinances pertaining to construction, zoning, and subdivision regulations.
- Knowledge of the methods, practices, and code requirements involved in the inspection of projects both residential and commercial construction to include mechanical, electrical, plumbing, concrete, framing, and fire protection.
- Knowledge of standard testing practices and code requirements used to detect faults in construction of both residential and commercial projects to include mechanical, electrical, plumbing, and fire protection.
- Skills to operate a computer and applicable software such as Microsoft Office (Excel, Word, Powerpoint, etc.), internet and GIS systems as it applies to the Building Department.
- Skills to perform complex mathematical calculations.
- Skills to read and interpret maps, drawings, layouts, blueprints, codes, etc.
- Ability to organize and prioritize work and exercise independent judgement, wisdom, and initiative.
- Ability to interpret and work from construction plans and specifications.
- Ability to conduct inspections of residential and commercial building to insure compliance with applicable codes.
- Ability to enforce codes and regulations firmly, tactfully, and impartially.
- Ability to communicate effectively concisely, both orally and in writing, using both technical and non-technical language and deal with architects, engineers, developers, contractors, private agencies, and property owners in a courteous and respectful manner.

- Ability to establish and maintain an effective working relationship with supervisors, co-workers, subordinates, elected officials, outside agencies, general public, and those in contact in the course of work.
- Ability to keep records, accurately prepare and submit reports, and present presentations when necessary.
- Ability to perform all essential job functions

Minimum Qualifications

- Two (2) years of any combination of relevant education, training, or experience in residential and commercial construction trades as a foreman, superintendent, or contractor level.
- High school diploma from an accredited high school or G.E.D. equivalent.
- Must possess a valid Alabama Drivers' License with driving record suitable for insurability.

Physical Requirements

- Ability to sit, stand, walk, balance, climb, bend, squat, kneel, crouch, crawl, stoop, stretch, reach, feel, lift, push, pull, grasp, talk, hear, and see.
- Ability to work in very cold and hot temperatures, and inclement weather.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of an incumbent. An incumbent may be asked to perform other duties required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.

Updated: November 7, 2024

Approved: E. Self