



City of Charles Town Position Description

Job Title: Code Compliance Officer/Building Inspector Trainee Code No: 141
Pay Range: Grade 2-5, Step 1-20

POSITION SUMMARY

This position performs technical work consisting of field inspections during construction, alteration, and repair (i.e. structural, plumbing, and mechanical) on all structures to ensure state and local building code compliance. The work also includes the administration, inspection, and enforcement of all city codes related to public nuisances and zoning code compliance.

A high-level of independent judgement, decision-making, and implementation is required. Building inspection work is initially performed in collaboration with the Chief Building Inspector until certifications are achieved. All duties are performed under the direction of the Community Development Director. Contacts are both internal and external.

The work products support and effect the accuracy, reliability and timeliness of services and functions of the City of Charles Town. Work is reviewed for compliance with established procedures. Guidelines are provided in the form of laws, precedents, procedures, and policies that are generally expected to be carefully followed. Familiarity with established procedures is developed during the position at this level.

ESSENTIAL DUTIES AND TASKS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Building Inspection Function

- Performs field inspections on buildings and other structures during installation, erection, alteration, repair, or throughout construction to determine conformity of entire structure with prior approved plans, and compliance with all pertinent codes and ordinances.
- Determines, during field inspections, whether required permits have been issued, and that required tests and documentation are adequate.
- Performs final inspection on permitted structures to determine compliance with applicable city codes prior to issuance of a Certificate of Occupancy.
- Investigates complaints of activity by unlicensed contractors and any construction work done without a building permit

- Confers with contractors, architects, engineers, and others regarding construction codes and building plans.

Code Compliance Function

- Inspects properties for violations in all areas of the public nuisance laws and zoning requirements.
- Records and tracks compliance of properties with city nuisance and zoning codes and other relevant rules and regulations.
- Prepares and sends all correspondence including courtesy letters, compliance notices, and all related compliance issues.
- Maintains detailed records of compliance through investigations and follow up reports of non-compliance.
- Researches issues of non-compliance and, if appropriate, prepares documentation for municipal court action.
- Works with the city prosecutor on cases presented to municipal court and attends sessions as needed to serve as a witness.
- Responds promptly to all violation related property owner inquiries.
- Attends to resident complaints and concerns in a timely manner.
- Performs follow-up field work as needed.

MINIMUM QUALIFICATIONS

Experience

- Three (3) years of progressively responsible building trade, contractor, or related experience.
- Experience as a foreman preferred.

Education

- High School Diploma or Equivalent is required.
- Certification as a building inspector in WV is preferred and can be substituted for other experience.
- An associate degree in construction management, engineering, building design, related field, or completion of a construction trade apprenticeship program is preferred and can also be a substitute for experience.

Training and Certifications

- Requires the following International Code Council certifications at time of hire or within the prescribed time frames below:
 - Residential Building Inspector (within 6 months of hire)
 - Residential Property Maintenance Code (within 9 months of hire)
 - Residential Plumbing Code (within 13 months of hire)
 - Residential Mechanical Code (18 months of hire)
 - Residential Plans Examiner (within 24 months of hire)
 - Commercial Building Inspector (within 36 months of hire)
- Successful completion of the above certification programs and continuing education classes are required to maintain employment.

Driver's License

- A valid West Virginia driver's license in good standing is required for ongoing employment.

Must successfully pass pre-hire requirements including but not limited to physical, drug screen and background check.

Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and /or abilities required to perform the job successfully:

- Knowledge of the West Virginia and Charles Town building codes.
- Knowledge of the Charles Town zoning code, nuisance code, and other related ordinances.
- Good knowledge of principals and construction engineering practices as applied to the construction and inspection of houses, apartments, and commercial and industrial buildings.
- Ability to recognize faulty construction or hazardous conditions.
- Ability to read and interpret building construction plans and specifications.
- Ability to apply codes and regulations firmly, tactfully, and impartially.
- Ability to maintain records and to prepare and submit reports.
- Ability to establish and maintain effective working relationships with employees, contractors, engineers, architects, suppliers, and the public.
- Mathematical ability dealing with geometry, algebra, and shop math.
- Reading technical and legal statutes, manuals, procedures, literature related to field of expertise; maps, layouts, plans and blueprints; memos, reports, abstracts, and summaries.
- Writing clearly and concisely relaying information, data, details, and opinions.
- Ability to plan and supervise one's own work and the work of others.
- Proficient in Microsoft Word, Excel, and Outlook.
- Ability to operate a computer terminal, laptop, telephone, motor vehicle, camera, and other miscellaneous office equipment.
- Requires ability to enter data into a computer terminal.
- Detailed oriented, firm decision-making capabilities, problem solving skills, self-starter, high energy, organized and have urgency to accomplish job on time.
- Must be able to interact with people as customers, internal and external, which requires good interpersonal skills.
- Daily operations could create stressful situations at times; therefore, a sound, stable, confident, personality is necessary.

Reporting Requirements

Collaborates with the Chief Building Inspector until certifications are achieved.

Collaborate with the Building Permit Technician and Zoning Administrator

Reports Directly To: Community Development Director

Review Responsibility: Community Development Director

Physical Requirements and Work Environment

- Both inside and outside work.
- Exposure to inclement weather including rain, heat, humidity, cold. Limited exposure to dust, fumes, odors, noise.
- Must be able and capable of the physical demands and work environment representative of those an employee encounters while performing the essential functions of the job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Occasional evening hours and overtime may be required.

This job description reflects management's assignment of essential functions and nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Reporting Relationships:

Reports Directly To: Director of Community Development

Review Responsibility: Director of Community Development