



## JOB DESCRIPTION

EM 11-15-2010-006

Effective: January 1, 2011

Revised: January 1, 2013

## BUILDING INSPECTOR

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### QUALIFICATIONS:

1. Be ICC, (International Code Council), certified, at a minimum, in Residential, Building and Property Maintenance Code and retain certification as current
2. Possess a valid Driver's License and good driving record. *(If hired from another state, must obtain a valid Delaware Driver's License within 90 days of hire)*
3. Be capable of lifting at least 20 lbs.
4. Must possess two, (2), years of applicable experience

### DUTIES:

1. Maintain all permit records in the name of the Town for all persons acquiring permits under the provisions of the Building Permit Ordinance, *(PW 09-13-2010-004 and PW 09-13-2010-006)*.
2. Provide applicants with the Requirements for Building Permit Applications for Existing Residential or New Construction, as appropriate
3. Maintain, and post initial and any subsequent inspection dates and types, if required, into the applicable mechanized recording and tracking system, including the final inspection date or Certificate of Occupancy date.
4. Conducts inspections of building sites to ensure compliance with local and State building codes.
5. Inspects materials and construction to ensure compliance with approved plans and specifications.
6. Seeks compliance where standards are not met, issues violation notices as needed, discusses potential corrections, and performs re-inspections to determine action taken to bring the structure into compliance with standards.
7. Provides approval of on-site conditions for temporary and permanent certificates of occupancy.
8. Responds to inquiries from property owners, contractors, other governmental entities, architects, developers, business owners, and the general public regarding code interpretation, clarification of department policies and procedures, violation complaints, and general information.
9. Provides information regarding building code requirements and construction procedures and offers assistance in making applications for permits.
10. Reviews records of permits issued and denied inspection requirements needed, complaints and their investigation, and prepares reports and correspondence.
11. Performs re-inspections to determine actions taken to bring structures into compliance with standards.
12. Reviews plans, specifications, and blueprints of residential building projects for compliance with codes and ordinances.
13. Approves permit applications for construction or re-modeling when requirements are met.
14. Keeps abreast of legislative and regulatory developments and current issues through continued education and professional growth.
15. Attends conferences, workshops, and seminars, as appropriate.
16. Levy fines and/or penalties to permit holders who have violated the building requirements of the Charter; Codes; or any associated Ordinance of the Town of Cheswold.
17. Coordinate building inspections and plan reviews with the Town Engineer, when required.
18. Conduct construction meetings with contractors and the Town Engineer, when required.
19. Support the Town Land Use Administrator in the timely and accurate process of annexation and Land Use Code designations and decisions.
20. Performs other duties as directed.



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**ADDITIONALLY:**

1. This position shall be a part-time position until such time as economics permit the Town to hire a full time Building Inspector.
2. The Building Inspector shall be assisted in the maintenance of records by the Code Enforcement Officer; Administrative Assistant and/or Town Clerk.
3. The Code Enforcement Officer shall assist the Building Inspector in the inspection of decks, sheds, fences and footers.
4. Serve as the Town Representative to the DeLea Founders Insurance Trust, (DFIT), safety meetings, by attending all meetings, which are held every month, except July and August.
5. Serve as the Safety Monitor for Town Hall employees, including the Police Department and conduct safety reviews and provide safety information at monthly Administrative Staff Meetings.
6. This position shall report to the Town Administrator or to the Land Use Administrator until such time as the appointment of an individual Director of Public Works.