

Dauphin Island Building Inspector

Dauphin Island Building Inspector organizes, coordinates and executes the work of inspection and related enforcement.

Contributor to natural disaster response including but not limited to assisting with meeting ADEM and NFIP requirements.

DISTINGUISHING CHARACTERISTICS

Key representative of the Building Inspection Department, including work, training and adhering to the division's budget, policies and procedures, addressing customer service programs, and also will support the Town's Building Official by obtaining certification by the International Code Council (ICC) as a Building Official if such certification is not held prior to joining the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

1. Assists in developing operating policies and procedures for review and approval of the Mayor.
2. Coordinates, schedules and executes periodic inspections of construction work requiring permits to enforce building, zoning, mechanical, plumbing, electrical, fire prevention and investigation, housing, accessibility, and related codes and regulations for all construction types on Dauphin Island.
3. Coordinates, schedules and conducts periodic inspections as needed to determine compliance of residential and commercial structures with existing codes, ordinances and standards relating to health, sanitation, fire and life safety, building maintenance, occupancy and zoning, property maintenance and nuisance properties.
4. Receives training as appropriate in proper inspection practices and methods, and evaluates field practices; assesses needs for additional educational development.
5. Conducts complex field inspections and plan examinations as needed.
6. Assists the Coastal Programs Manager for Dauphin Island and insures ADEM requirements are met, and also assists the Flood Program Administrator for the NFIP.
7. Advises property owners, contractors, architects, engineers and others on matters relevant to construction methods, materials, types of construction and occupancies; interprets construction codes, statutes, and local ordinances.
8. Appears, represents the Town, and testifies in court cases regarding code violations and property maintenance matters.
9. Reviews plans and specifications for buildings and related construction alterations to determine practicability of plans, compliance with regulations and validity of permits; inspects building sites during construction, alterations or repair for compliance with the minimum standards of building and related codes and regulations.
10. Assist in preparation of Inspection Department budget.
11. Adheres to division operational policies and procedures pertaining to field services, inspection practices and code compliance.
12. Prepares and reviews permit inspection, field investigation and code compliance reports; writes and edits violation notices and correspondence.
13. Contributes to, and supports departmental interaction with the Planning Commission and Zoning Board of Adjustment.

QUALIFICATIONS GUIDELINES:

Knowledge of:

Uniform Building, Plumbing, Mechanical, Housing codes and Municipal Codes and zoning practices; fire safety and construction codes; National Electrical Code; federal and state requirements related to accessibility under the Americans With Disabilities Act; principles, methods, equipment and practices used in various building construction trades, including mechanical, plumbing, electrical, heating, ventilation, and air conditioning, building construction and remodeling; fire prevention methods in construction practices and fire investigation techniques; supervisory practices and leadership techniques; budgetary practices; customer service principles.

Ability to:

Operate a tablet and / or computer and use word processing and specialized permit and building inspection software; supervise, coordinate and evaluate the work of staff; plan, assign and prioritize assignments in accordance with deadlines; exercise judgment in reviewing plans and specifications for building and construction activities and determine compliance of plans with regulations and permits; inspect building sites during construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations; communicate effectively and courteously with property owners, developers, contractors, architects, engineers, financial and real estate representatives, and utility representatives as well as Town staff, supervisors and management; exercise tact in persuading upset individuals to voluntarily comply with codes, standards and regulations; maintain accurate records and prepare clear and concise reports and records.

Education/Training/Experience:

High school or G.E.D. equivalent and successful completion of coursework, certification or vocational training in building technology, building construction, and/or related architectural disciplines two or more years of experience in building inspection work involving the application and interpretation of construction codes and building regulations experience as a Building Inspector or first line supervisor; or an equivalent combination of training and experience in ICC certification in one or more programs such as building, plumbing, electrical or inspection practices is required.

Licenses; Certificates; Special Requirements:

A valid Alabama's driver's license and the ability to maintain insurability under the Town's Vehicle Insurance Policy. Additional certification in Code Inspection by the ICC is desirable.