

JOB TITLE: Building Inspector/Code Enforcement - Town of Glenrock, WY
JOB CODE: 20
DEPARTMENT: Office
GRADE NO: Entry-6
REPORTS TO: Mayor

DESCRIPTION:

Performs a variety of routine and complex technical work in inspections to ensure that the International Codes are other codes, such as nuisance and zoning, are met.

SUPERVISION RECEIVED:

Works under the general direction of the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform the functions and duties of building inspection including enforcement agent for building codes and flood plain ordinances.
- Performs on-site inspections of footings, foundations, framing, electrical hookups, plumbing, mechanical systems, etc.
- Examines general framing and structure of buildings to ensure that corners are tied in place, that trusses are tied down and set at proper distances, that floor joists are set at right distances and proper spans, and that bridging is put up and in place, and that the general quality and grade of lumber used in construction is standard, etc.
- Maintains records of building and inspection activity, and completes related reports. Issues certificates and permits as appropriate.
- Assists in researching problems and complains regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
- Works with contractors and public extensively.
- Reviews all buildings plans and specifications and all improvement plans to ensure compliance with town building and other ordinances prior to issuance of building permits.
- Periodically patrols or inspects areas to monitor for violations of local codes.
- Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, hazardous sidewalks or other conditions, construction, land use, zoning, dumping, clearing, grading, filling, polluting or other code related matters.
- Conducts field investigations of potential violations, gathers evidence, questions or makes findings and issues warnings, correction notices or citations.
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations, secures code compliance.
- Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases and reports relating to code enforcement issues and actions.
- Provides information to persons who request it, or assistance it code related matters.
- Maintains a variety of logs and records related to inspection and enforcement activities, prepares recommendations for amendments and additions to codes or regulations which relate to the position.

- Coordinates efforts with police, planning, building and related departments, the prosecuting attorney and other staff or agencies, as needed.
- Works with police and prosecutors to obtain written or tape-recorded statements, depositions or admissions as needed.
- Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action.
- Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.
- Other duties may be assigned or required at the discretion of the Mayor.

QUALIFICATIONS:

High school diploma or GED required; or two (2) years related experience and/or training; or equivalent combination. Must have or obtain ICC certifications as an inspector and plan reviewer. Ability to read and interpret documents, code manuals and construction plans.