

CITY OF HARDIN VACANCY ANNOUNCEMENT

Building Inspector/ Code Enforcement Apprentice

PRIMARY OBJECTIVE OF POSITION: Performs a variety of routine and complex work in the interpretation and enforcement of adopted City codes (ordinances) and public safety.

Under general supervision, enforces compliance with building codes and ordinances; provides information to the public. Work varies requiring individual judgment, choosing from alternatives, within prescribed standards and procedures.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Reviews plans and building permit applications for compliance with building, zoning, and related codes and ordinances; computes fees for permits; issues and approves building permits; provides variance request applications; provides information to contractors, owners, and the general public; visits job sites during the process of construction to observe compliance of footings, foundations, and framing during construction and upon the completion of the construction.

Receives complaints of, or identifies, building code and related ordinance violations, investigates, obtains and prepares evidence, and prepares reports of same; issues notices of violations to contractors and/or owners, indicating compliance procedures; surveys existing buildings and housing to determine compliance needs to eliminate or reduce hazards; performs related duties.

Position requires substantial and frequent contact with the public, fellow employees and other government agencies; work requires occasional contact with dust, hot and cold temperatures, and moderate hazards normally associated with construction sites that require care and use of proper safety equipment and procedures to prevent injury; collects fees on behalf of the city; physical requirements may include climbing, stooping, and bending; keeps accurate records of applications, inspections, and reports.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Any combination of training and experience equivalent to completion of high school and two years building construction experience, with ability to read plans preferable. Must be a Certified Building Inspector or the ability to become certified within 6 months of employment and must maintain such certification during the course of employment, including meeting any continuing education requirements. Must possess a valid Montana Driver's License.

The duties listed above 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 of the position. Will perform such other assignments as may be directed in the day to day operations of the City.

Entry Level Salary: \$15.20 per hour

Application Closing Date: Position Open Until Filled.

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This position is Part - Time. Union position available.

APPLICATIONS available:

City of Hardin
406 N Cheyenne
Hardin MT 59034
665-9292 Or

<http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug testing is required. Applicant is Subject to a Background Check.

CITY OF HARDIN

POSITION: Building Inspector/Code Enforcement Apprentice

ACCOUNTABLE TO: Works under the general supervision of the Building Official.

PRIMARY OBJECTIVE OF POSITION: Performs a variety of routine and complex work in the interpretation and enforcement of adopted City codes (ordinances) and public safety.

Under general supervision, enforces compliance with building codes and ordinances; provides information to the public. Work varies requiring individual judgment, choosing from alternatives, within prescribed standards and procedures.

Essential Duties and Responsibilities: Ability to work well with the public. Must meet State of Montana requirements for certification as a Building Code Inspector or able to obtain such certification within 6 months of employment. Other certifications may be required as needed and all certifications must be maintained during the course of employment, including meeting any continuing education requirements.

Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the public; ability to exercise sound judgment in evaluation situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City's geography.

Periodically patrols or inspects an assigned area to monitor for violations of other City ordinances.

Responds to complaints concerning violations of City ordinances, including nuisances, hazardous sidewalks or other conditions, dumping, clearing, grading, filling, polluting, and other code related matters.

Investigates violations of ordinances or potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations as required; appears in court to testify regarding cases.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

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.

Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court.

Provides information to persons who request information or assistance in code enforcement related matters.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Reviews plans and building permit applications for compliance with building, zoning, and related codes and ordinances; computes fees for permits; issues and approves building permits; provides variance request applications; provides information to contractors, owners, and the general public; visits job sites during the process of construction to observe compliance of footings, foundations, and framing during construction and upon the completion of the construction.

Receives complaints of, or identifies, building code and related ordinance violations, investigates, obtains and prepares evidence, and prepares reports of same; issues notices of violations to contractors and/or owners, indicating compliance procedures; surveys existing buildings and housing to determine compliance needs to eliminate or reduce hazards; performs related duties.

Position requires substantial and frequent contact with the public, fellow employees and other government agencies; work requires occasional contact with dust, hot and cold temperatures, and moderate hazards normally associated with construction sites that require care and use of proper safety equipment and procedures to prevent injury; collects fees on behalf of the city; physical requirements may include climbing, stooping, and bending; keeps accurate records of applications, inspections, and reports.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; bend, walk, stoop, kneel, crouch, or crawl, and get in and out of a vehicle; and taste or smell. Physical requirements include lifting up to 50#s. May work under uncontrolled conditions of rain, heat, cold. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is moderate.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: None.

PERIPHERAL DUTIES:

- Maintains departmental equipment, supplies and facilities.

Necessary Knowledge, Skills and Abilities:

- Some knowledge of law enforcement principals, procedures, techniques, and equipment. Skill is preferred in operating the tools and equipment listed below.

TOOLS AND EQUIPMENT USED:

Vehicle, radio, cell phone, first aid equipment, personal computer, mower, weed trimmer.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Any combination of training and experience equivalent to completion of high school and two years building construction experience, with ability to read plans preferable. Must be a Certified Building Inspector or the ability to become certified within 6 months of employment and must maintain such certification during the course of employment, including meeting any continuing education requirements. Must possess a valid Montana Driver's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS: Reports, records, and responds to complaints; plans and applications are reviewed thoroughly, accurately, and permits are issued properly and timely; maintains and applies working knowledge of current construction design and installation; accurately diagnoses problems encountered; establishes and maintains effective working relationships with contractors, property owners, and the general public; and deals tactfully and fairly with each.

The duties listed above 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 of the position. Will perform such other assignments as may be directed in the day to day operations of the City.