

## **BUILDING INSPECTOR ASSISTANT**

### **PURPOSE OF JOB**

Employees in this class are under general supervision. Work performed in specialized functions associated with enforcing property codes; performs other work as required.

### **EQUIPMENT/JOB LOCATION**

- The employee will operate a variety of equipment including vehicles, computer, copiers, and telephone.
- The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs inspections of houses and property for conformance with applicable codes
- Handles written and oral correspondence relative to permits, inspections and code violations
- Maintains records of inspections activities; makes photographic records of violations
- Prepares or completes various forms, reports, correspondence, logs, inspection reports, notices, formal warnings, citations, affidavits, and court disposition forms
- Receives various forms, reports, correspondence, inspection reports, police/fire reports, newspapers, photographs, maps, property records, legal documents, manuals, codes, directories, reference material, or other documentation; reviews, completes, processes, forwards or retains as appropriate
- Communicates via telephone; provides information; takes and relays messages; responds to requests for service or assistance
- Communicates with supervisor, employees, other departments, county commission members, attorneys, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate
- Performs other duties as required

### **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of Codes and procedures in obtaining citations and presenting cases for trial
- Knowledge of Microsoft Word and Excel
- Ability to inspect property to determine if unsafe and unsanitary conditions occur
- Ability to explain Codes to property owners
- Ability to recognize problems, initiate action, and explain same to property owners who are highly emotional
- Ability to communicate clearly and effectively oral and written

- Ability to keep detailed records and reports
- Ability to work with strict deadlines
- Ability to use independent judgment and work with little direct supervision when necessary
- Ability to comprehend, interpret, and apply regulations, procedures, and related information
- Ability to establish and maintain an effective working relationship with the public and other employees

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Graduation from a standard high school or equivalent
- Ability to read and write comprehensively
- Possession of a valid Tennessee driver's license
- Physically able to work outside year round
- Ability to tolerate high levels of stress and react quickly and calmly in situations and to determine proper course of action
- Ability to take the appropriate testing to become a Building Inspector within one year of employment.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated machines and tools which include a motor vehicle, computer, printer, typewriter, facsimile machine, copy machine, calculator, telephone, camera, and flashlight. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty-five (25) pounds of force occasionally, and/or up to (15) fifteen pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative/technical/engineering information in a clear, concise, and convincing matter. Includes giving assignments and/or directions to co-workers or assistants. Must maintain an effective working relationship with the public.

**LANGUAGE ABILITY:** Requires the ability to read and comprehend a variety of informational documentation, professional jargon, directions, instructions, and methods and procedures related to the job of Building Inspector Assistant. Requires the ability to write reports using professional planning knowledge with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Require the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Building Inspector Assistant.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment. Vision requirements include being able to read small print such as maps and blueprints.

**MOTOR COORDINATION:** Requires the ability to coordinate hand and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Building Inspector Assistant.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

Note: This job description does not constitute an employment agreement between White County Government and the employee and is subject to change by the employer as the needs of the County and requirements of the job change. The White County Government is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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