



St. Bernard Parish, Louisiana

Classification Specification

COMMUNITY DEVELOPMENT INSPECTOR

(Residential Building Inspector)

Purpose of Classification:

The purpose of this classification is to review and inspect residential properties to ensure conformity to local, state and federal codes and regulations. Responsibilities include inspecting existing properties for code compliance and ordinance deficiencies and preparing reports and issuing violation notices as needed.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Conducts field inspections of residential and structures; inspects structures for conformance to codes, regulations and standards related to the electrical, plumbing, HVAC systems, and physical aspects of the buildings. Must be able read and comprehend residential building plans.

Identifies code violations and needed corrective action; communicates with contractors and/or property owners regarding the inspections findings; re-inspects after completion of required corrections/modifications; may prepare and present evidence in court hearings relating to the violations.

Must be willing and able to work in: Ability to work in attics, basements, and crawl spaces. Ability to work in extreme weather conditions. Ability to climb, balance, kneel, and crawl. Ability to work on ladders (up to 30').

Consults with building owners, contractors, and the general public regarding codes, inspection procedures and other issues pertaining to code compliance programs and services; responds to complaints and/or requests for information and explains and interprets applicable policies and procedures, ordinances and code.

Maintains a current and comprehensive body of knowledge pertaining to codes, regulations, and standards; maintains an awareness of new methods, materials, trends and advances in the profession.

Processes a variety of documentation associated with operations, within designated time frames and per established procedures; prepares various building inspection forms, reports, correspondence, and other documentation; assists with preparing court cases.

Additional Functions:

Must comply with SBPG safety policies and procedures. Performs other related duties as required.

Minimum Qualifications:

High School Diploma or GED required.

Must obtain Residential Building Inspector (ICC) certification within 6 months.

Preferred Qualifications:

Experience in building trades; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Louisiana driver's license. Must be willing to obtain additional certifications/licenses as required. Must obtain Residential Building Inspector (ICC) certification within 6 months.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Physical Requirements: Ability to operate a variety of automated office machines including computers and peripheral equipment.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, unsafe structures, heights, confined spaces, electric currents and traffic hazards.

St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.