



Code Compliance Officer/Building Inspector

The City of Whitefish, Montana is seeking a full-time Code Compliance Officer/Building Inspector for the Planning and Building Department. This position requires graduation from standard senior high school or GED equivalent, two (2) years' experience in general construction and related fields, two (2) years of experience related to land use, public administration, law enforcement, code enforcement, or a related field or any equivalent combination of related education and experience.

Salary Range: \$20.78 - \$26.90 per hour (FY18 Wage Matrix) in addition to an excellent benefits package.

A detailed job description is included in this announcement. For additional information, please contact Human Resources Director, Sherri Baccaro, at 406-863-2407 or by email at sbaccaro@cityofwhitefish.org.

APPLY BY: City application, resume and cover letter must be received at City Hall by 5:00 p.m., Friday, March 09, 2018. Postmarks will not be accepted.

EOE-AA-M/F-VET-DISABILITY

CITY OF WHITEFISH
An Equal Opportunity Employer
POSITION DESCRIPTION

Class Title: Code Compliance Officer/Building Inspection Range: 17
Department: Planning & Building FLSA Status: Non-Exempt

GENERAL PURPOSE:

Interpretation and enforcement of adopted zoning codes and related rules and regulations, and also performs a variety of routine and complex technical work in building inspection to insure International Building Codes and other related codes and standards are met.

SUPERVISION RECEIVED:

Works under the general supervision of the Building Official and the Planning and Building Department Director.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by the Building Inspector/Code Enforcement Officer.

Code Compliance Officer:

Assists, educates and informs the public on compliance with City sign ordinance, decay ordinance, weed ordinance, zoning regulations, sidewalk snow removal, dust abatement regulations, lakeshore protection permits and regulations and other City Codes.

Responds to complaints of potential code violations.

Routinely patrols for violations of local codes.

Conducts field investigations of potential violations; gathers evidence, questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, citations or makes referrals to the City Attorney.

Meets with residents, owners, tenants, contractors, developers, business owners and managers,

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 information or assistance in code enforcement 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.

Reviews, processes, and issues sign permits.

Coordinates efforts with the Planning and Building department and other staff or agencies, as needed.

Building Inspector:

Enforces building related codes, including International Building Code, and local codes such as sprinkling, nuisance, clearing, grading, filling, floodplain, and zoning, etc. Issues correction notices and stop work orders and prepares requests for citations.

Performs on-site inspections of footings, foundations, framing, limited electrical work, plumbing, mechanical systems, etc.

Examines buildings to insure that construction complies with various codes and approved plans. Inspects and insures that building and site complies with floodplain and zoning ordinances. Checks to see that requirements imposed by Site Review Committee, Conditional Use Permits or Variances are carried out.

Maintains records of building and inspection activity, and completes related reports. Issues certificates and permits as appropriate.

Assists in researching problems and complaints 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.

Examines plans to insure proposed construction complies with applicable codes.

Attends meetings as directed.

Travels to other places to attend training.

Performs other duties as assigned.

PERIPHERAL DUTIES:

Assists in administering the sign permitting function, including application processing, fee assessment and collection, and permit issuance.

Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from a standard senior high school or GED equivalent, AND
- (B) Two (2) years of experience in general construction and related fields, AND
- (C) Two (2) years of experience related to land use, public administration, law enforcement, code enforcement, or a related field, OR
- (D) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Thorough knowledge of International Building and general construction codes, and a thorough knowledge of building construction;
- (B) Considerable knowledge in carpentry work, concrete work, and skill in applying knowledge of adopted building codes, zoning and land use applications.
- (C) Knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;
- (D) Ability to handle stressful situations and effectively and respectfully deal with angry or difficult people;
- (E) Skill in the operation of the listed equipment;
- (F) Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing;

Ability to establish and maintain effective working relationships with contractors, citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions.

SPECIAL REQUIREMENTS:

A valid state driver's license, or ability to obtain one by start of employment. I.C.C certification as a building inspector, or the ability to obtain one in one year.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and permitting software; motor vehicle, 10-key calculator, portable radio, phone, ladder or scaffolding, tape measure, level, camera, copy machine, fax machine, drafting equipment and test equipment.

PHYSICAL DEMANDS:

The physical demands 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.

Work is performed both in office and outdoor settings. Outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch, or crawl; see, talk and hear.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in office and outdoor settings. Outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is

necessary to operate computers and various pieces of office equipment.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature
Date:

Planning & Building Director Signature
Date:

Updated: 02/13/18