

CITY OF MARTINSBURG



JOB: HOUSING INSPECTOR	DATE: 1/5/2021
PAY GRADE: 13	REPORTS TO: CITY
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1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: HOUSING INSPECTOR		
<ul style="list-style-type: none"> PAY STATUS: NON-EXEMPT 		
2. REQUIREMENTS:		
	Education:	<p>Graduation from high school or GED and three (3) years experience in general construction, building inspection and related fields or any equivalent combination of education and experience.</p>
	Licensing, Registration or Certification:	<p>Background check must be satisfactory.</p> <p>Pre-employment screenings must be passed.</p> <p>Must possess and maintain a valid WV drivers license.</p> <p>Must demonstrate successful training and passage of the following examination necessary to be certified as an "Property Maintenance & Housing Inspector" by the International Code Council: 64 Property Maintenance & Housing Inspector (as outlined in Legislative Rule, Title 87, Series 7, providing standards for certification and continuing education of public sector building code officials, inspectors and plans examiners).</p> <p>Must accept and successfully complete continued training in the code enforcement field.</p>
	Experience	<p>Education and experience listed above and/or combination of education and experience equivalent to education requirement listed above.</p>
	Skills, Knowledge and Abilities:	<p>General knowledge of building and constructions codes, and a thorough knowledge of carpentry work, masonry and cement work.</p> <p>Working knowledge of applicable laws, standards and regulations relating to various land use applications; working knowledge of inspection techniques.</p> <p>Skill in the operation of computers, computer software, copiers, fax machines, telephones, drafting equipment, calculators, portable or mobile radio and measurement devices.</p> <p>Ability to read and understand complicated plans and blueprints.</p> <p>Ability to prepare, organize and maintain inspection file data, reports and systems; ability to analyze problems and data and use sound judgment in drawing conclusions and making decisions.</p> <p>Ability to comprehend and articulate facts and relationships in detail and to summarize and write clearly, concisely and legibly and to testify in court in an objective, concise and professional manner.</p> <p>Ability to produce or obtain reports, graphs, charts, photographs, evidence or exhibits as required.</p>

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		<p>Ability to communicate ideas effectively both orally and in writing, with people on all levels.</p> <p>Ability to establish and maintain effective working relationships with City officials, department heads, associates and the general public.</p> <p>Strong customer service orientation is essential. Customer service experience with strong, positive skills. Employee must be able to deal with disgruntled persons in a calm, reasonable and rational manner.</p>	
Physical:	Body Positions:	Standing, walking, sitting,	
	Body Movements:	<p>Use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Hand eye coordination is required to operate testing instruments, computers and various pieces of office equipment.</p> <p>Reach with hands and arms.</p> <p>Must be able to lift and/or move up to 25 pounds.</p> <p>Walk, sit, climb, balance, stoop, kneel, crawl and/or crouch.</p> <p>Driving.</p>	
	Body Senses	Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.	
Mental:	Language	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.</p>	
	Supervision Exercised	None	
	Reasonable Accommodations	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	

3. WORKING CONDITIONS: Work is performed mostly in field settings with considerable outdoor work in the inspection of various land use developments, construction sites or public work facilities. Field inspections are subject to all weather conditions which may cause dangerous inspection

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circumstances. Noise level may range from quiet in the office to moderate to loud in the field.

4. TASKS and DUTIES OF JOB: General Definition: Performs a variety of routine and complex technical work in building inspection work to insure that the current Housing Code of the City of Martinsburg and other related building codes and standards are met.

1	Maintains the required confidentiality of all work.
2	Periodically patrols or inspects an assigned area to monitor for violations of building permits.
3	Enforces building related codes, including the Housing Code of the City of Martinsburg and those codes referenced within the State Building Code. Issues correction notices and citations.
4	Assists in researching problems and complaints regarding commercial and residential building construction and code compliance. Responds to routine building issues.
5	Assists in resolving routine building code issues, either personally, by phone or in writing.
6	Performs on-site preconstruction inspections for setbacks, excavation, clearing and grading etc..
7	Inspects and approves footings, foundations, floor joists, framing, slabs, insulation, etc of both public and private structures and improvement work.
8	Assists in the review of proposed site plans for code compliance.
9	Participates in the review of building plans.
10	Maintains a variety of logs and records related to inspection activities.
11	Compiles information and prepares inspection reports as required.
12	Provides guidance regarding all applicable codes within the area of responsibility to contractors, developers, and other interested parties.
13	Coordinates efforts with other related departments and other staff or agencies, under the guidance of the City Engineer/Planning Director.
14	Employee trains and learns the requirements of Building Inspector I position.
15	Any and all other duties assigned by the City Engineer/Planning Director..

5. MEASURES OF PERFORMANCE:

1	Has a thorough understanding of job duties.
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2		Shows an interest in job and City. Represents the City in a professional and ethical manner.
3		Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers and all contacts.
4		Accepts and adapts to change, Learns new things quickly.
5		Cares about quality-rarely makes errors, Requires little direct supervision.
6		Has ability to multi task in changing situations, without undo stress or frustration.
7		Practices quality employee/customer service/phone manner.
8		Accurate in duties as assigned.
9		Prepares required reports accurately and timely.
10		Strives to develop and maintain skills necessary to progress in the Housing Inspector position. Seeks opportunities to grow and develop in position.

<p>I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.</p>			
Employee	Date	Supervisor	Date