



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Building Inspector
DEPARTMENT.....:	Planning & Zoning
DIVISION.....:	Regulatory
CLASSIFICATION/GRADE.....:	Building Inspector/210
REVISED.....:	3/2017
REPORTS TO.....:	Building Official
REVIEWED.....:	3/0217
WAGES.....:	Exempt (Salary)

SUMMARY:

The Building Inspector performs a variety of duties in carrying out the objectives and projects undertaken by the Regulatory Division of the Planning & Zoning Department as it relates to maintaining high levels of public and community safety through the enforcement of adopted building codes, regulations, ordinances and policies.

BASIC FUNCTIONS:

1. Inspecting residential, commercial, and industrial projects based upon statewide codes, local ordinances and, where applicable, Federal regulations.
2. Filling out descriptive inspection reports via computer and manually.
3. Providing a polite, courteous, and consistent service to the public, based on sound technical knowledge and full appreciation of community safety issues arising from the built environment.
4. Attend continuing education courses.
5. Must be available for 24 hour on call services and to work during a declared emergency.
6. Must be physically capable of climbing, lifting 30 lbs., walking on uneven surfaces or terrain, balancing, and practicing safe methods of work, particularly in construction site work locations.
7. Able to work in varying environments.
8. Punctual to job sites.
9. Assists Planning and Zoning colleagues in a variety of project support requests.

OTHER REQUIREMENTS:

1. Have combination inspector certifications from ICC in all Residential and Commercial disciplines; and be registered with (or immediately eligible for registration with) the Louisiana State Uniform Construction Code Council as a Building Code Enforcement Officer in all of those disciplines.
2. Can function independently and travel alone.
3. Be able to use modern office methods, practices, procedures, equipment and computer equipment, including specialist equipment and software related to required duties.
4. Be able to use common word processing and spreadsheet software used on personal computers.
5. Must have a valid Louisiana driving license; and be able to pass pre-employment drug screening.

EDUCATION/EXPERIENCE:

1. Minimum of 5 years code enforcement inspection services in all residential and commercial disciplines; or a Bachelor's degree in a construction related field supported by at least 3 years experience in code enforcement;
2. Must have ICC certifications as a residential and commercial Combination Inspector, or ICC certification as a Building Official.
3. Registration with (or immediate eligibility for registration with) the Louisiana State Uniform Construction Code Council for all categories of residential and Commercial building code enforcement.
4. A high school diploma or equivalent is required.