

**Position:**

Building Inspector/Ordinance Enforcement Officer

Part time

**Qualifications:**

Certification as a Residential Inspector and Commercial Inspector, or ten (10) years as a licensed building contractor and the ability to obtain required certifications within 90 days of employment.

**Duties:**

Reviewing permit application, plot plans, drawings and blueprints. Issuing permits. Performing inspections as required. Providing information on building codes and ordinances. Maintain filing and tracking system for all building projects and ordinance violations.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing up to 50 pounds, bending/reaching, keyboarding, close vision, far vision, depth perception, hearing sounds/communication, speaking clearly, and handling/grasping objects.

Act as ADA representative

Act as Flood Control Management