



**CITY AND COUNTY OF BUTTE-SILVER BOW, MT
invites applications for the position of:**

Building Inspector

SALARY: \$40,000.00 - \$59,500.00 Annually

OPENING DATE: 01/03/22

CLOSING DATE: 01/24/22 11:59 PM

DESCRIPTION:

General Statement of Duties

Performs a full range of technical building, plumbing, and mechanical inspection work to enforce compliance with the adopted building, plumbing and mechanical codes as well as State regulations and local ordinances; research new construction materials and methods; reviews plans for compliance with City-County, state, and federal rules and regulations; and provides information to and works with the public to resolve problems.

Distinguishing Features of the Class

This is highly responsible technical work involving the inspection of residential, commercial, institutional and industrial construction projects in the City-County. Look for conditions that might constitute safety hazards for the public and inspect materials and methods used for compliance with specifications, approved standards of construction and City-County building, plumbing and mechanical codes. The work is performed under the general direction and supervision of the Planning Director, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Building Official and Planning Director, other employees in the Planning Department, Building Department and several other Butte-Silver Bow departments, including Community Enrichment, Community Development, Public Works, Government Buildings, as well as with real estate developers, building contractors, architects, property owners and the general public.

DUTIES/RESPONSIBILITIES:

Examples of Essential Work (Illustrative Only)

- Examines plans and specifications for new construction, additions, and alterations to residential, commercial, and industrial buildings to determine compliance with the provisions of applicable City-County, State, and federal building codes, ordinances, rules, and regulations; approves permits.
- Completes plan-review forms and maintain related files.
- Inspects residential, commercial, and industrial buildings, plumbing and mechanical installations and equipment during various stages of construction and/or remodeling to ensure compliance with applicable City-County ordinances, state or federal standards as applicable, and adopted editions of the International Building and Residential codes, the Uniform Plumbing Code, and the International Mechanical Code.
- Inspects existing buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances.

- Receive and respond to complaints of violations of the adopted codes or ordinances. Investigate, resolve or forward complaints to appropriate upper-level personnel.
- Identify code violations. Issue correction notice. Enforce applicable ordinances. Obtain and prepare evidence for follow-up on correction notices/orders to ensure required modifications/corrections have been performed. Keep documentation and data files current with all project-related facts, inspection activity logs and findings, and correspondence for any future reference or legal needs.
- Work cooperatively with Building Official and other department staff to ensure a balanced daily workload of assigned activities. Complete assigned work accurately and in a timely manner, using established work methods and techniques to assure compliance with applicable codes, policies, procedures, and standards.
- Coordinate daily inspection activities with personnel of other departments as may be needed to ensure all City-County requirements and standards are met before recommending projects for approval and for issuance of a final certificate of occupancy.
- Confer with and provide information and assistance to architects, engineers, contractors, builders and the general public in the field and office; explain and interpret applicable codes and ordinances.
- Assists in the administration and enforcement of the Excavation and Dirt-Moving Permit process and related work.
- Performs related office duties, including responding to public requests and complaints, both over the telephone and in the office, and ensures that all codes and code requirements are updated periodically to be in compliance with state laws, policies and regulations.
- At the direction of the Planning Director, participates in professional group meetings; stays abreast of new trends, innovations and regulations in the field of plan examination and building inspection.
- Maintains related computer and hardcopy files.
- Keeps records and prepares reports.
- Attends meetings, conferences and workshops as requested and authorized.
- Performs related work as required.
- Performs all duties and work assignments in a safe, healthy, and environmentally sound manner. Specifically, complies with the Health & Safety Program; maintains work area in a safe and orderly manner; identifies and reports unsafe conditions; reports all accidents; wears required personal protective equipment; and attends safety-related meetings, training sessions, fit testing, etc.
- Performs all duties and work assignments in compliance with project quality requirements.
- Acts responsibly and ethically, and in conformance with generally accepted business, occupational, and professional standards.
- Performs other duties as assigned.

QUALIFICATIONS:

Required Knowledge, Skills and Abilities

- Knowledge of the basic types of residential, commercial and industrial building construction and the principles, practices, methods and materials used in their design, construction, installation and maintenance; the principles, practices, methods and materials used in the construction of the associated project installations (plumbing and mechanical) regularly encountered; and the techniques of their inspection.
- Knowledge of building-related codes and ordinances enforced by the City-County, including the adopted editions of the International Building and Residential Codes, the Uniform Plumbing Code and the International Mechanical Code and City-County ordinances and standards.
- Knowledge of construction safety standards and methods related to building construction and installation of related plumbing and mechanical systems or components.
- Skill in reviewing, understanding and working from construction plans, blueprints, drawings and diagrams both in hard copy format and electronically.
- Ability to apply technical knowledge using appropriate inspection techniques or procedures to safely examine workmanship, materials, and to detect deviations from the approved plans, applicable regulations and standards governing the building construction of varied

residential, commercial, and industrial structures and their related plumbing and mechanical systems.

- Ability to read, accurately interpret, and apply pertinent federal, state, and local laws, codes, ordinances, and regulations. Be able to advise the general public, the building and professional communities on typical construction materials and techniques, related codes and standards.
- Ability to detect and locate defective construction during initial construction phases when defects are most easily found and remedied.
- Ability to detect and locate defective or failing construction components in existing structures.
- Ability to communicate well with others both orally and in writing, using both technical and non-technical language.
- Ability to establish and maintain effective working relationships with other City-County employees and supervisory personnel, as well as with real estate developers, contractors, architects, engineers, property owners and the general public.
- Ability to prepare accurate and reliable reports containing findings, conclusions, and recommendations.
- Ability to operate personal computers, tablets, PDA's and various database applications appropriate to assigned duties, including but not limited to the use of permitting software, GIS-based applications, Outlook, PowerPoint, Excel spreadsheets, mapping, and GPS devices;
- Ability to use logical and creative thought processes to analyze problems and develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of inspection tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to safely operate a motor vehicle.
- Demonstrate ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Minimum of two years of active inspection of a variety of residential, commercial, and industrial building construction including inspections associated with plumbing and mechanical systems; or
- The successful completion of a building trade-related 'apprenticeship' training program or college-level associates in the field of building, architecture, or structural or mechanical engineering and posses an occupational, trade-related 'journeyman' (or above) license issued by the state of residence; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work will be evaluated on an individual basis.

Required Special Qualifications

- Certifications as a Building, Mechanical, Plumbing Inspector and Plans Examiner, or the ability to gain certification within twelve (12) months of employment.
- Must possess a current Montana Driver's license or have the ability to obtain one within a reasonable period of time after employment.
- Must be a resident of Butte-Silver Bow during employment according to Butte-Silver Bow Ordinance. See below.

"2.08.010 Residence during employment.

From and after October 1, 1979, all employees of the local government of Butte-Silver Bow shall be bona fide residents within the boundaries of Butte-Silver Bow during the period of their employment by the government of Butte-Silver Bow.

(Ord. 85 § 1, 1979)"

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with supervisors, employees, contractors, consultants and the general public;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to read construction blueprints, observe construction of project in process and upon completion and to detect defects and recommend remedies;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and handle blueprints, other construction drawings and transport materials and files as needed;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to visit and inspect construction sites, including areas of rough terrain.

The City-County is an Equal Employment Opportunity Employer. It does not discriminate on the basis of race, color, religion, sex, age, national origin, physical disability, or veteran status.

This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities. Tasks and duties of the employee may differ from those outlined above.

ADDITIONAL INFORMATION:

The function of the Butte-Silver Bow Government is to serve the citizens of the City of Butte and Silver Bow County. Our government's goal is to improve and maintain governmental operations and conditions within the boundaries of Silver Bow County.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.co.silverbow.mt.us/>

Position #2022-002
BUILDING INSPECTOR
BW

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