

**TOWNSHIP OF HAMILTON  
JOB DESCRIPTION**

POSITION TITLE: **BUILDING INSPECTOR/SUB-CODE OFFICIAL**  
DEPARTMENT: **COMMUNITY DEVELOPMENT**  
DIVISION: **CONSTRUCTION**  
UNION: **NO**  
FLSA STATUS: **NON-EXEMPT**

**SUPERVISION:**

Reports to: Director of Community Development, Construction Code Official  
Position Titles Supervised: None generally. May train or direct temporary or other staff as assigned.

**POSITION QUALIFICATIONS:**

Education Required: Graduation from high school or GED equivalent; as required by the Uniform Construction Code section.  
  
Must hold Uniform Construction Code Building Sub-Code Official license

**SPECIALIZED KNOWLEDGE/SKILLS:**

- Valid New Jersey Drivers License;
- Thorough knowledge of B.O.C.A. Building Code and general construction codes, and a thorough knowledge of carpentry;
- Considerable knowledge in cement work, and skill in applying knowledge of B.O.C.A. building codes;
- Knowledge of Mitchell Humphrey construction software;
- Ability to organize assigned work and develop effective work methods;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position;
- Ability to interpret documents and procedure manuals;
- Ability to read and understand complicated plans and blueprints;
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.

**POSITION SUMMARY:**

Performs a variety of routine and complex technical work in building inspection work to insure that the Uniform Construction Code, B.O.C.A. Building Code and other related codes and standards are met.

**PHYSICAL/ENVIRONMENT CONDITIONS:**

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.

While performing the duties of this job, the employee normally works in outside weather conditions. The employee normally works near moving mechanical parts and in high, precarious places, confined spaces, and is normally exposed to wet and/or humid conditions, or airborne particles. Some work is performed in an office setting.

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

Work performed is subject to interruptions.

The employee must occasionally lift 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.

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

**EQUIPMENT:**

Township vehicle, computer, copier, FAX machine, telephone

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

Enforces building related codes, including B.O.C.A. Building Code, B.O.C.A. Mechanical Code, B.O.C.A. Energy Code, and Uniform Construction Code. Issues correction notices and citations.

Performs on-site inspections of footings, foundations, framing, energy, siding, roofing, and finals. Examines general framing and structure of buildings to insure that corners are tied in place, that trusses are tied down and set at proper distances, that floor joists are set at right distances and proper spans, and that bridging is put up and in place, and that the general quality and grade of lumber used in construction is standard, etc.

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.

Assists in administering the 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.

Assists the Board of Appeals as needed, and provides required information.

Performs the duties of a plans examiner, or mechanical, plumbing, electrical inspector or fire inspector as needed and if licensed.

**SELECTION GUIDELINES:**

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

**CORE COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

*Customer Service* – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

*Quality Work* – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

*Operational Effectiveness* – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

*Communication* – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

*Teamwork* – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

*Safety* – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

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.

**Approval:** Edward Sasdelli, Administrator  
**Revised:** September, 2010  
**Effective Date:** \_\_\_\_\_