

HUMAN RESOURCES



MARK R. JOHNSON
Mayor

CITY OF COVINGTON

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Building Inspector

Job #: 416
Work Location: Administration
Reports To: Permits Director / Building Official
Rate of Pay: \$40,000 - \$50,000/year
Full-Time, Exempt position.

City Conformance Statement:

In the performance of the below respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees and contractors
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and customers.

General Job Description:

This position is responsible for performing or supervising field investigations and inspections on behalf of the City of Covington. This position also is responsible for providing building administration support to the Building Official. General tasks include (but are not limited to): performing regular inspections of private projects, reviewing plans related to infrastructure, drainage inspections, and tree and fence permits and inspections.

Essential Functions:

- Perform inspections on permitted construction sites to ensure projects are constructed in accordance with approved plans
- Monitor permitted construction sites for overall site conditions and work with contractors to rectify issues
- Conduct inspections and approve issuance of tree and fence permits
- Assist with plan reviews as directed by the Permits Director / Building Official
- Assist with compliance reporting as directed by the Permits Director / Building Official
- Develop and maintain working knowledge of My Permits Now (MPN) for managing permits and documenting inspections.

Qualifications:

- 3-5 Years of experience in the Construction industry; Bachelor's degree in Construction Management or related field (Engineering, Industrial Technology, etc.) in lieu of experience considered
- Knowledge of construction principles and practices, and experience supervising, managing, or inspecting construction projects
- Proficient in the use of MS Office products (Word, Excel, PowerPoint, etc.)
- The ability to read engineering plans and interpret aerial imagery
- General knowledge of trees and foliage of the area preferred

- Reliable transportation to and from work
- General knowledge of Municipal operations
- Good communication skills via telephone, email, technical writing, and during meetings and presentations
- Ability to work independently and without constant supervision
- Certification as a Stormwater Inspector required within 1 year of employment.
- Certification as a Residential Building Inspector by the International Code Council required within 1 year of employment.

PHYSICAL REQUIREMENTS (WITH OR WITHOUT ACCOMODATION):

- Ability to sit at desk for at least two (2) hours at a time.
- Ability to watch computer screen at least two (2) hours at a time.
- Ability to measure using a ruler/tape measure
- Ability to operate computer and calculator keyboards
- Ability to communicate over telephone.
- Ability to lift, hold and carry equivalent to 5 reams of paper. (20 lbs.)
- Ability to reach overhead and forward and downward.
- Ability to step up and down step stool or ladder.
- Ability to handwrite.
- Ability to stoop to floor level file cabinet drawer.
- Ability to twist while seated or otherwise from front to back.

This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.

Employee Signature

Date

Employee Name Printed