

PERMITS INSPECTOR III

Department: Permits and Planning **Reports To:** Chief Building Official
Division: Permits **Location:** Administration Building
FLSA Status: Non-Exempt **Classification:** Full-Time/Civil Service
Approved By: Director-Permits & Planning **Date of Approval:** August 2010
Pay Grade Level: 9

JOB SUMMARY

Inspects construction/activity sites to ensure compliance with the various Lafourche Parish, State, and Federal development ordinances and codes by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Reviews permit applications and accompanying plans to determine the scope of work to be completed and the required schedule for compliance inspections
- Inspects all building/activity sites to ensure that on-going construction/activity is in compliance with the terms and conditions of the permit
- Calculates spacing at building/activity sites to determine compliance with applicable ordinances and codes
- Notes instances of noncompliance and issues instructions for corrective action both verbally and in written form; submits reports to detailing items of noncompliance to permit holder for correction
- Tours parish to detect unapproved or noncompliance construction/activities
- Obtains evidence and prepares report concerning violations which have not been corrected
- Interprets legal requirements and recommends compliance procedures to contractors, property owners, permit holders, and other applicable parties
- Maintains inspection records and prepares reports for use by administrative or judicial authorities
- Assists in the annual recertification of the Lafourche Parish Government in the Community Rating System (CRS) Program as required by the program guidelines issued by the Federal Emergency Management Agency

- Reviews applications for conformity with all applicable Lafourche Parish, State, and Federal development ordinances, and advises applicant either in writing or by telephone of deficiencies and required actions to be taken by the applicant to effect compliance
- Notes instances of noncompliance on plans and applications and suggests modifications to bring plans into compliance
- Provides regulatory information to citizens planning an activity that is regulated by Lafourche Parish, State, and Federal development codes and ordinances
- Assists in the completion of studies to improve or update development ordinances and codes
- May perform the field inspections of the Solid Waste Inspector, the Seismic Inspector, and the Field Investigator/Environmental Tech in his/her absence or when workloads require assistance by reviewing permit applications and accompanying plans or construction specifications to determine the scope of work to be completed and the required schedule for compliance inspections; inspecting all building/activity sites to ensure that on-going construction/activity is in compliance with the terms and conditions of the permit or contractual specifications; calculating spacing at building/activity sites to determine compliance with applicable ordinances and codes, noting instances of noncompliance and issuing instructions for corrective action both verbally and in written form; submits reports to detailing items of noncompliance to permit holder for correction; Additional duties include:
 - Touring parish to detect unapproved or noncompliance construction/activities
 - Obtaining evidence and preparing report concerning violations that have not been corrected
 - Interpreting legal and construction requirements and recommending compliance procedures to contractors, property owners, permit holders, other applicable parties
 - Maintaining inspection records and preparing reports for use by the Solid Waste Inspector, Seismic Inspector and the Field Investigator/Environmental Tech
 - Providing regulatory information to citizens planning an activity that is regulated by Lafourche Parish development codes and ordinances
- Testifies at hearings regarding permitting and compliance activities
- Provides the required inspection information to the Assistant Permits Coordinator or Permits Coordinator in the subsequent determination as to issuing the required authorization to connect utilities by the appropriate utility provider on construction/activities which have fully complied with applicable regulatory provisions
- Schedules requests for field inspections and maintains of inspection records; Ensures that inspection activities are closely coordinated with associated staff, engineers, contractors, and fire inspectors

- Receives and resolves complaints/questions/concerns received from applicants for permits issued within the Division, state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding permitting activities and compliance with the Parish development ordinances
- Establishes production and quality control standards and obtains data regarding types, quantities, specifications, and delivery dates of products ordered
- Performs administrative activities associated with the effective management of operations, including compiling, storing, and retrieving data for reports
- Determines responsibilities of assigned organization and staff positions to accomplish business objectives
- Trains and ensures all assigned employees are aware of and comply with organizational policies, procedures, and regulations

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Assists in the acquisition of rights-of-way and servitudes by analyzing property descriptions and excerpting property records, on an as-needed basis
- Routinely interprets the Lafourche Parish Flood Insurance Rate Maps
- May perform the inspection of Lafourche Parish bridges for conformity with DOTD specifications and programs
- Assists in the preparation of the annual budget
- Assists in the completion of annual audit by retrieving departmental documents
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

May assist the Chief Building Official in supervising part-time, temporary, and permanent staff in the performance of job duties.

COMPETENCIES

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

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Associate degree or higher from college or university or a certificate of completion from a technical school; and three (3) to five (5) years related experience and/or training; or equivalent combination of education and training in the administration of public regulatory programs. Must possess the ability to exercise independent judgment within established systems and procedures. General knowledge of Lafourche Parish laws and regulations regarding building and development, especially as it relates to the regulatory requirements of the National Flood Insurance Program and associated floodplain management requirements preferred.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, building plans and specifications and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Certification as a Combination Residential and Combination Commercial Inspector by the International Code Council as prescribed by the Louisiana State Uniform Construction Code Council (LSUCCC).

OTHER SKILLS AND ABILITIES

- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper administration of a comprehensive parish regulatory program; and, basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Must possess the ability to establish and maintain effective working relationships with developers, architects, engineers, and the general public; and work under stressful conditions and with frequent interruptions.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; stoop, climb, and balance; and talk and hear; The employee must occasionally lift and/or move up to 25 pounds; Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is normally moderate and occasionally noisy.