
PUBLIC FACILITIES INSPECTOR

Department:		Reports To:	
Division:		Location:	
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	June 2004
Pay Grade Level:	8		

JOB SUMMARY

Inspects new and existing buildings and structures to enforce conformance to building, grading, and zoning laws and approved plans, specifications, and standards by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Inspects residential, commercial, industrial, and other parish-owned buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards
- Observes conditions and issues notices for corrections to persons responsible for conformance
- Obtains evidence and prepares reports concerning violations which have not been corrected
- Conducts surveys of existing buildings to determine lack of prescribed maintenance, housing violations, or hazardous conditions
- Reviews requests for building permits
- Examines visually all areas to determine compliance with ordinance standards for heating, lighting, ventilating, and plumbing installations
- Measures dwelling units and rooms to determine compliance with ordinance space requirements
- Inspects premises for overall cleanliness, adequate disposal of garbage and rubbish, and for signs of vermin infestation
- Prepares forms and letters advising property owners and tenants of possible violations and time allowed for correcting deficiencies

- Consults file of violation reports and revisits dwellings at periodic intervals to verify correction of violations by property owners and tenants
- Explains requirements of housing standards ordinance to property owners, building contractors, and other interested parties
- Inspects electrical installations during construction or remodeling to enforce laws and ordinances establishing and maintaining minimum standards concerning electrical installation and appliances for residential, commercial, industrial, and parish-owned facilities
- Reviews electrical plans and materials lists to interpret specifications and methods of installation
- Verifies loads, demand factors, and number of circuits to ensure that circuits are capable of operating without overloads
- Inspects electric wiring, fixtures, and equipment, and issues notices to repair, remove, or refrain from using items found to be unsafe
- Interprets legal requirements and recommends compliance procedures to contractors, craft workers, and owners
- Keeps records of inspections and prepares reports for use by administrative or judicial authorities
- All parish government employees in a declared emergency shall be considered essential personnel

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Supervises assigned workers in accordance with Parish policy.

COMPETENCIES

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

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Pursues training and development opportunities; Shares expertise with others.

Oral Communication - Demonstrates group presentation skills; Participates in meetings.

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

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Improves processes, products and services.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Innovation - Develops innovative approaches and ideas.

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. High school diploma or general equivalency degree (GED) and three (3) to five (5) years related experience and/or training; or equivalent combination of education and training in the management, operation, and maintenance of public buildings and grounds and the associated equipment required to facilitate function. Working knowledge of the operational hazards and associated safety precautions in the utilization of equipment required.

Language Skills. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees and supervisors.

Mathematical Skills. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volumes, and distance.

Reasoning Ability. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Commercial Driver's License (CDL) preferred. Must be able to obtain further certifications/licenses as needed.

OTHER SKILLS AND ABILITIES

- Must possess the ability to establish and maintain effective working relationships with other employees, supervisors, and the general public.
- 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 frequently exposed to moving mechanical parts and vibration. The employee is regularly exposed to high, precarious places and risk of electrical shock; and, is frequently required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; and talk, smell, hear, stoop, climb, and balance. The employee must occasionally lift and/or move up to 75 pounds; Specific vision abilities required by this job include close vision, distance vision, peripheral 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 regularly exposed to outside weather conditions. The noise level in the work environment is frequently noisy.