

CITY OF PRINCETON

CITY BUILDING INSPECTOR JOB DESCRIPTION

Title.

The Building Inspector shall be entitled the “City Building Inspector” and such position shall be filled by a resolution of the Council.

Qualifications.

The City Building Inspector shall hold the Electrical Certification as required by the State of Iowa effective January 1, 2015.

Terms of Service.

The City Building Inspector shall serve as directed by Federal, State and Local Code until resignation of that person, or his/her removal by the Council by resolution, whether or not for just cause. The City Building Inspector will report to the Zoning Administrator and the Mayor for day to day business.

Compensation.

The compensation for the City Building Inspector shall fixed by a resolution of the Council. The City Building Inspector will be supplied a City owned cell phone for City business use only and will be reimbursed mileage for City business.

Essential Job Duties and Responsibilities.

The powers and duties of the City Building Inspector include, but are not limited to, the following areas:

1. Enforce the provisions of the zoning code, building code, electrical code, plumbing code, and mechanical code.
2. Make all inspections necessary and required to enforce the provisions of said codes.
3. Upon request, give his/her opinion upon all matters pertaining to said codes submitted by the City Council, Mayor, or municipal department heads.
4. Keep in proper files a record of all permits issued.
5. Prepare all permits in triplicate and furnish one copy to the applicant and one copy to the clerk-financial officer and keep the original permit with the building department’s records.
6. Visit the site of construction when requested by a permit holder and render his/her opinion concerning compliance with applicable code.
7. Advise the City Council when, in his/her opinion, he/she decides that certain codes or portions thereof need to be reviewed and amended.
8. Attend those regular and special meetings of the City Council at which he/she is required to be present.

Liability.

The City Building Inspector, or his/her authorized representative charged with the enforcement of the Federal, State, or Local building codes, acting in good faith and without malice in the discharge of his/her duties, shall not thereby render himself/herself personally liable for any damage that may accrue to persons or property as a result of any act or by reason of any act or omission in the discharge of his/her duties. Any suit brought against the City Building Inspector or employee because of such act or omission performed by him/her in the enforcement of any provision of such codes shall be defended by legal counsel provided by this jurisdiction until final termination of such proceedings including the provision of surety for any and all damage claims secured in such proceedings.