

Job Announcement
Building Inspector/Code Enforcer

“The Town of Summerdale is seeking a qualified individual to serve as its Building Inspector/Code Enforcer. Application and job qualifications can be picked up at Summerdale Municipal Complex, 502 W Lee Ave, Summerdale, AL 36580 or at summerdalealabama.com. Applications will be accepted until close of business on October 23, 2020. Summerdale is an EOE.”

Purpose of Job

The purpose of this job is to enforce construction codes and ordinances and perform on-site residential and commercial inspections. Duties and responsibilities include, but are not limited to, inspecting construction and reconstruction projects, maintaining files, reviewing permit applications, issuing citations, and performing additional tasks as assigned.

Essential Duties and Responsibilities

Inspect ongoing construction and repairs or modifications for compliance with applicable codes and ordinances; inspects existing structures for violations of safety or sanitation regulations, or when adopted codes and ordinance require an inspection.

Notify contractor, subcontractor, engineer, architect or homeowner of code violations and discuss possible options to correct violations.

Maintain files of inspections, re-inspections, inspector notes and required reports; compile status reports on specific assignments, as requested.

Respond to telephone inquiries from citizens, builders, contractors and public utilities related to code interpretation and enforcement.

Schedule inspections to be completed each workday.

Responsible for notifying person or persons in violation of any Town Ordinance. Re-inspects violations at the end of time period set for compliance to determine whether the violation has been corrected.

Attend all necessary education classes.

Attend the Site Review Committee Meeting and Planning Commission Meeting.

Performs other related duties as required.

Internal Relationships

Reports to: Mayor and Council

External Relationships

Must be able to deal effectively with private citizens, commissions, committees, consultants, contractors, and all other types of people and organizations having contact with the Town.