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## JOB POSTING

### BUILDING INSPECTOR PART-TIME TEMP

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**Title:** Building Inspector (Part-Time- Temp)

**Salary:** DOQ

**Department:** Community Preservation

**Supervision Received:** Community Preservation Director

**Supervision Exercised:** None

**GRADE:**

**FLSA:** Non-Exempt

**BARGAINING:** None

**Revised** 11/2021

### **JOB SUMMARY:**

Under general supervision of the Community Preservation Director, receives training in and performs a variety of field and office work in support of the City's Code Enforcement and Cannabis Compliance Program; writes a variety of inspection reports and makes compliance recommendations; issues citations; obtains and executes inspections; appears in courts of law; and performs related work as required.

### **DUTIES AND RESPONSIBILITIES:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Evaluates alleged violations of state and local codes, laws and ordinances, as it relates to the City of Belen and permits relating to land use and building codes.
- Enforces compliance by methods provided in the code.
- Prepares reports identifying code complaints
- Evaluates approved projects for compliance with conditions of approval.
- Works closely with the all City Departments to develop an understandable and workable enforcement solution
- Coordinates enforcement efforts with regulatory and law enforcement agencies involved.
- Conducts follow-up inspections concerning recommendations for compliance
- Presents cases in front of a hearing officer or hearing body.
- Researches and analyzes building and land use permit records, land use regulatory documents and health and safety ordinances and recommends changes as necessary.
- Performs building construction inspection as necessary to assure compliance with code, state statutes and approved plans.
- Must be familiar/knowledgeable of building construction and reading/interpreting building construction plans.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

- Possession of High School Diploma or GED certificate
- 2 years (60 semester units) of college coursework from an accredited college or university in natural resource management, city and regional planning, environmental studies, criminal justice, police science or related field
- One year experience performing code or law enforcement related work, technical planning work, natural resource management (if non-enforcement related work), or zoning and building code enforcement.

### **PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of IBC, IMC, IPC, IRS
- Knowledge of State and local codes and regulations as they relate to the Code Compliance Position.
- Technical report writing.
- Knowledge of Operation, policies and procedures as related to the Code Compliance Position.
- Ability to perform Courtroom presentation techniques.
- Knowledge of the City Nuisance Abatement policy and procedures.
- Ability to read and interpret Land use regulatory documents and parcel maps.
- Understand the Local and state cannabis ordinance and regulations
- Knowledge of backflow preventers and their operation
- Experience as a Building Inspector

#### **LICENSURES AND CERTIFICATIONS REQUIRED:**

- Valid New Mexico driver's license
- General Contractor's license or journeyman license preferred.

#### **OTHER CONDITIONS OF EMPLOYMENT:**

- Ability to communicate clearly and concisely both orally and in writing
- Ability to establish and maintain effective working relationships with City and State administration and co-workers
- Ability to perform essential function and adapt to working conditions
- No history of or pattern of reckless driving, DWI/ DUI or irresponsible driving in the last five years
- No history of felony misdemeanor conviction involving moral turpitude, violence, distribution of controlled substances or dishonesty.

#### **WORKING CONDITIONS:**

- Performs work both inside and outside
- Perform work from ladders and in confined spaces
- Exposure to noise and vibration factors.
- Must utilize appropriate PPE, dependent upon functions being performed.
- Work primarily in daylight hours, but may be asked to perform duties after hours.
- Requires handling of average-weight objects up to 100 pounds.
- Ability to stand, walk, sit, kneel, crouch, climb, bend, twist, rotate, bend, push, pull.
- Ability to use hands to grasp/manipulate objects frequently, and the use of fingers.
- Ability to coordinate eyes, hands and feet frequently.

#### **PRE-EMPLOYMENT REQUIREMENTS**

1. Interview
2. Criminal record check.
3. General employment background check.
4. Driving record check.
5. Pre-employment physical and drug test.

**DISCLAIMER:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities.

**This job description does not constitute a contract for employment.**

Applications and job descriptions are available at Belen City Hall, 100 South Main and on the city's website <http://www.belen-nm.gov> For more information, please call the Office of Human Resources at 505-966-2742.

APPLICATIONS WILL BE ACCEPTED UNTIL FRIDAY DECEMBER 3, 2021.

The City of Belen is an Equal Employment Opportunity and a Drug Free Workplace Employer.