

**CITY OF HARDIN VACANCY
ANNOUNCEMENT**

**Building Inspector / Floodplain
Administrator / Safety Coordinator**

PRIMARY OBJECTIVE OF POSITION:

Under general supervision, enforces compliance with building codes and ordinances; provides information to public. Work varies requiring individual judgment, choosing from alternatives, within prescribed standards and procedures.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Reviews plans and building permit applications for compliance with building, zoning, and related codes and ordinances; enforces the City of Hardin Safety Program and schedules and performs training to city employees, computes fees for permits; issues and approves building permits; provides variance request applications; provides information to contractors, owners, and the general public; visits job sites during the process of construction to observe compliance of footings, foundations, and framing during construction and upon the completion of the construction.

Receives complaints of, or identifies, building code and related ordinance violations, investigates, obtains and prepares evidence, and prepares reports of same; issues notices of violations to contractors and/or owners, indicating compliance procedures; surveys existing buildings and housing to determine compliance needs to eliminate or reduce hazards; performs related duties.

Position requires substantial and frequent contact with the public, fellow employees and other government agencies; work requires occasional contact with dust, hot and cold temperatures, and moderate hazards normally associated with construction sites that require care and use of proper safety equipment and procedures to prevent injury; collects fees on behalf of the city; physical requirements may include climbing, stooping, and bending; keeps accurate records of applications, inspections, and reports.

The City Floodplain Administrator is responsible for maintaining compliance with floodplain regulations.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of training and experience equivalent to completion of high school and two years building construction experience, with ability to read plans preferable. Must be a Certified Building Inspector or the ability to become certified within 18 months of employment and must maintain such certification during the course of employment, including meeting any continuing education requirements. Must possess a valid Montana Driver's License.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.

Entry Level Salary: \$18.85 per hour DOE

Application Closing Date: Position Open Until Filled.

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This position is part – time. Union position available.

APPLICATIONS available:

City of Hardin
406 N Cheyenne
Hardin MT 59034
665-9292 Or

<http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug testing is required. Applicant is Subject to a Background Check.

CITY OF HARDIN

POSITION: Building Inspector / Floodplain Administrator / Safety Coordinator

ACCOUNTABLE TO: Public Works Director

PRIMARY OBJECTIVE OF POSITION: Under general supervision, enforces compliance with building codes and ordinances; provides information to public. Work varies requiring individual judgment, choosing from alternatives, within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS: Must possess valid Montana Operator's License. Physical requirements include lifting up to 50#s, bending, walking, climbing, stooping, and getting in and out of a vehicle. May work under uncontrolled conditions of rain, heat, cold. Ability to work well with the public. Must meet State of Montana requirements for certification as a Building Code Inspector or able to obtain such certification within 18 months of employment. Other certifications may be required as needed and all certifications must be maintained during the course of employment, including meeting any continuing education requirements.

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

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Position requires substantial and frequent contact with the public, fellow employees and other government agencies; work requires occasional contact with dust, hot and cold temperatures, and moderate hazards normally associated with construction sites that require care and use of proper safety equipment and procedures to prevent injury; collects fees on behalf of the city; physical requirements may include climbing, stooping, and bending; keeps accurate records of applications, inspections, and reports.

The City Floodplain Administrator is responsible for maintaining compliance with floodplain regulations.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: None.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Any combination of training and experience equivalent to completion of high school and two years building construction experience, with ability to read plans preferable. Must be a Certified Building Inspector or the ability to become certified within 18 months of employment and must maintain such certification during the course of employment, including meeting any continuing education requirements. Must possess a valid Montana Driver's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

Reports, records, and responds to complaints are prepared concisely and accurately; plans and applications are reviewed thoroughly, accurately, and permits are issued properly and timely; maintains and applies working knowledge of current construction design and installation; accurately diagnoses problems encountered; establishes and maintains effective working relationships with contractors, property owners, and the general public; and deals tactfully and fairly with each.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.