

EQUAL OPPORTUNITY EMPLOYER
CITY OF LAUREL, MS
CIVIL SERVICE EXAMINATION
BUILDING INSPECTOR

A Civil Service Examination for the position of Building Inspector in the City of Laurel will be given on Saturday, June 1, 2024 at 8:00 a.m. at the Laurel Police Training Center, 930 Hillcrest Drive, Laurel. Candidates participating in the testing process must submit completed application with required documents no later than 4:30 p.m., Thursday, May 30, 2024.

APPLY IN PERSON:

Human Resources
City Hall, Suite 302
401 North 5th Avenue
Laurel, Mississippi 39440

REQUIREMENTS:

- Minimum Age of 21
- Birth Certificate
- Social Security Card
- Valid Mississippi Driver's License
- High School Diploma or GED
- Voter Registration Card (County where you reside)
- Must be able to pass the written Building Inspector examination with a minimum of 70%
- Must be able to pass background check
- Candidate must complete International Residential Code (IRC) Building and IRC Plumbing Certification requirements within one (1) year of hire date.

EDUCATION AND EXPERIENCE REQUIRED:

- An Associate's degree in a related field is preferred but not required.
- A Bachelor's Degree and three (3) years of experience in a related field is strongly recommended but not required.
- Candidates with five (5) years of verifiable experience in Construction and Plumbing will also be considered.

Applications may be picked up in the Human Resources Office, Room 302, City Hall, during regular business hours. Applications and all required documents must be submitted to Human Resources, Room 302, City Hall no later than 4:30 p.m., Thursday, May 16, 2024.

For more information, call (601)428-6423.
Please see job description below:

CIVIL SERVICE EXAM – BUILDING INSPECTOR

April 9, 2024

An opening for the position of **Building Inspector** exists in the Inspection Department of the City of Laurel, MS. *This is a Civil Service covered position.*

Purpose of Position

Perform building inspections required for new and rehabilitative construction projects and assist with code enforcement activities

Major Duties and Responsibilities

General Duties

Reviewing plans to ensure they meet building codes, local ordinances, zoning regulations, and contract specifications

Stay updated on all local building codes and safety standards

Issue violation notices and stop-work orders until building is compliant, as well as signing and issuing construction and occupation permits

Maintain records of inspections, complete paperwork, and report all instances of noncompliance

Review plans and blueprints to ensure they meet local regulations, such as building height or environmental demands

Communicate with the supervisor of a construction project to ensure necessary changes are met

Visiting a construction site during each phase of building

Perform footing and setback inspections

Assess footing dimensions according to blueprints

Check temporary sanitary facilities

Check requirements for protective fences, walkways and canopies

Check property lines and setbacks

Perform soil inspections, as required

Make sure footings comply with height, width and rebar requirements

Determine if permits may be issued

Perform plumbing inspections

Assess plumbing work according to codes and regulations

Look for water leaks in joints, pipes, tubes, sinks and commodes

Explain inadequacies and provide direction to correct problems

Perform framing inspections

Make sure correct materials are being utilized

Inspect underfloor construction, floor framing, wall framing and roof framing for compliance

Check that headers and doors, ceiling joist and support systems, roofing, venting and duct work meet specified requirements

Perform final inspections and approve occupancy permits

Assess structure to make sure all codes and compliances have been followed

Verify that no unauthorized conversion or construction has occurred

Verify that planned occupancy conforms to plans

Verify vents and access openings are proper

Inspect grading and parking areas

Check drainage of lot and fire assemblies for compliance

Check lights and ventilation

Verify code requirements have been met
Check to see that all doors open properly
Inspect stairs and assure that they meet codes and requirements
Examine crawl spaces for proper dimensions
Assure that all special requirements for coverings and ceilings are in compliance

Perform other types of inspections

Oversee the removal of signs
Enforce ordinances on cleaning and maintaining private property
Handle the abatement of dilapidated structures
Assist in performance of asbestos inspections, as required or requested
Compare street address and permit number on the building permit

Assist with City code enforcement function

Enforce environmental court regulations
Research property records to find owners of land
Obtain authorization for demolishing dilapidated structures
Maintain detailed documentation with owner of property on every conversation
Coordinate with City Clerk to mail required notices

Perform other duties as directed

Certification, Education and Experience

Certification: The person in this position must have a valid driver's license; status as a SBCCI certified Building Inspector is preferred.
*Candidate must complete International Residential Code (IRC) Building and IRC Plumbing Certification requirements within one (1) year of hire date.

Education: An Associate's degree in a related field is preferred; A Bachelor's degree in a related field is strongly recommended.

Experience: At least 3 years of experience in a related field is strongly recommended.

Knowledge, Skills and Abilities

Knowledge:

Standard building codes
State building codes and regulations concerning framing, plumbing and other construction areas
Building industry and construction techniques
Types of materials used for different types of building
Proper grammar and proper use of English in speaking and writing
General understanding of Permit Rules and Regulations
OSHA standards and regulations concerning employee safety
Federal and state statutes concerning the work of the department
Mathematical skills, including addition, subtraction, division and multiplication
General functions and operations of municipal government
Compare street address and permit number on the building permit

Skills and Abilities:

Read and interpret site plans and blueprints
Read and interpret the Southern Building Code (SBCCI)
Explain complex ideas in layman's terms
Work effectively with contractors and residents
Prioritize daily workflow

Work as a team member with other employees
Meet specified or required deadlines
Make decisions within specified time restraints
Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
Maintain confidentiality
Work autonomously when necessary
Handle multiple tasks simultaneously with frequent interruptions
Deal with others in a professional manner
Maintain professional composure in heated situations
Implement and follow departmental and City policies and procedures
Proficiency in Microsoft Office software (Outlook, Word, Excel, PowerPoint)
Ability to use various office equipment including typewriters, photocopiers, and facsimile machines

Physical Requirements:

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

Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
Hearing ability sufficient to hold conversations with others in person and over a telephone
Ability to bend, stoop, crouch occasionally
Must be capable of extending the hands and arms in any direction, handling, seizing, holding, grasping, turning, or otherwise working with the hands/fingers.
Must be able to remain on feet most of day

The duties listed in this job description are illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the positions if the work is similar, related, or logical to the position. This job description is subject to change by the employer as the needs of the employer change.

Salary: \$44,187.52 annually, plus attractive benefits package

Salary with IRC Building Certification and IRC Plumbing Certification: \$46,361.12 annually

Required Documents:

- ✓ **Social Security Card**
 - ✓ **Valid Mississippi Driver's License**
 - ✓ **Birth Certificate**
 - ✓ **High School Diploma or GED**
 - ✓ **Voter Registration Card for the County where you reside**
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