Mayor and Council
Town Of Middletown
19 W Green St, Middletown, DE 19709
(302) 378-2711 FAX (302) 378-1167

Job Title: INSPECTOR III
Department: Inspection
Reports To: Inspection Foreman **FLSA**
Status: Non-Exempt

Summary:
Inspects residential, commercial, and industrial construction and reviews residential and commercial construction plans to ensure compliance with adopted building codes, Town ordinances, and other applicable regulations. Performs inspections of new construction, additions, renovations, and tenant fit-outs; documents plan review and inspection findings. Assists with building permits, rental housing inspections, property maintenance, and related construction and site work.

Essential Duties and Responsibilities:

1. Performs all duties of a Building Inspector I and II.
2. Interprets and applies adopted residential and commercial building, zoning, subdivision, and property maintenance codes and Town ordinances.
3. Reviews residential construction plans and specifications for code compliance, including new homes, additions, renovations, and accessory structures.
4. Reviews commercial and industrial construction plans and specifications for code compliance, including new buildings, additions, alterations, tenant fit-outs, and changes of occupancy.
5. Performs residential building inspections at applicable construction stages, including foundation, framing, rough-in, life-safety, and final inspections.
6. Performs commercial and industrial building inspections at applicable construction stages, including structural, fire-resistance, accessibility, life-safety, and final inspections.
7. Compares construction work with approved plans; identifies code deficiencies, documents findings, requires corrections, and conducts re-inspections as needed.
8. Reviews construction, subdivision, and site-related documents within departmental responsibility and coordinates with the Town Engineer, State Fire Marshal, and other reviewing agencies as required.
9. Authorizes issuance of building permits within delegated authority and assists with required approvals for temporary and final certificates of occupancy.
10. Inspects rental housing and existing buildings for compliance with applicable property maintenance and safety requirements.
11. Calculates or verifies estimates and fees for construction, building permits, infrastructure installation, and inspections.
12. Maintains accurate plan review comments, inspection reports, permit records, correction notices, and correspondence.
13. Attends pre-construction, Board of Adjustment, Planning and Zoning, subdivision, and other project-related meetings.
14. Performs other related duties as assigned or directed.

Competencies:
To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes tasks correctly and on time; Supports organization's goals and values.
- Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

- A minimum of three (3) years of experience in a skilled construction trade at the journeyman level and an Associate Degree in engineering or a closely related field, or an equivalent combination of education and experience related to the essential functions of this position.

Language Skills

- Ability to read, comprehend, and explain technical codes, construction plans, specifications, correspondence, and reports.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

- Ability to understand the nature of the position and the safety requirements that are necessary to the position.

Certificates, Licenses, Registrations

- Must possess ICC B1 – Residential Building Inspector certification.
- Must possess ICC B2 – Commercial Building Inspector certification.
- Must possess ICC 64 – Property Maintenance and Housing Inspector certification.
- Must obtain both the DNREC Blue Card (Contractor Training Program) and Gold Card (Certified Construction Reviewer) within eighteen (18) months of hire.
- Must possess and maintain a valid driver's license.

Other Skills and Abilities

- Thorough knowledge of residential and commercial construction principles, materials, techniques, and practices.
- Good knowledge of adopted building codes and Town ordinances relating to construction, alterations, and maintenance of residential and commercial structures.
- Some knowledge of infrastructure construction practices.
- Good knowledge of the principles of erosion/sediment control, stormwater management, lines and grades, plan interpretation and specifications.
- Ability to do mathematical calculations necessary to compute values and fees for site development and building permits.
- Ability to use appropriate engineering tables to verify the adequacy of proposed load-bearing members in structures.
- Ability to maintain current knowledge of adopted ICC codes, amendments, and technical developments in the construction field.
- Ability to be able to write and communicate clearly and effectively.
- Ability to establish and maintain effective working relationships with contractors, engineers and public.
- Ability to independently review residential and commercial plans, blueprints, specifications, and shop drawings and prepare clear correction comments.

- Ability to document and maintain accurate plan review, inspection, permit, and enforcement records, including electronic records.
- Working knowledge of the International Residential Code (IRC), International Building Code (IBC), International Property Maintenance Code (IPMC), applicable accessibility requirements, and Town-adopted amendments.

Physical Demands:
The physical demands 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.

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee is frequently required to stand, walk and sit.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
- The employee must frequently lift and/or move up to 55 pounds without assistance and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions.
- The employee is frequently exposed to moving mechanical parts.
- The noise level in the work environment is usually loud.

Machines, Equipment and Tools Used
Town vehicle, computer and electronic permit systems, calculator, measuring tapes, inspection tools, construction plans, adopted building and zoning codes, and Town ordinances.

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