

**CITY OF NEWTON  
Job Description  
COMMERCIAL INSPECTOR**

Department: Public Works  
Division: Building and Zoning  
Reports To: Director of Public Works  
FLSA: Non-Exempt

**Position Summary**

Under the supervision of the Director of Public Works, the Commercial Inspector performs administrative duties in directing activities associated with the code enforcement division. The employee in this position will review plans, issue permits and licenses and inspect building sites. The Commercial Inspector works with the advisory boards and the Planning Commission on the establishment and enforcement of construction codes and implementation of zoning policies.

**Examples of Work**

ESSENTIAL DUTIES INCLUDE:

- Confers with owners, architects and contractors on proposed land development and construction projects for compliance with city codes and ordinances;
- Performs code analysis on plans and specifications;
- Licenses all contractors and trade people;
- Issues permits for building, electrical, plumbing, mechanical, demolition, signing, and flood plain development projects;
- Inspects construction sites for compliance with codes and ordinances;
- Issues stop work orders and citations for all code deficiencies;
- Appears in court as needed;
- Works with advisory boards and the Planning Commission;
- Writes new and revised codes;
- Appears before the City Commission as needed;

OTHER DUTIES INCLUDE:

- Substitutes, assists, and performs Environmental Code inspections for the Environmental Control Office;
- Prepares, administers, and grades contractor examinations;
- Attends meetings and presents recommendations;
- Enforces city codes related to zoning issues, dangerous structures, and existing housing issues.
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**Position Requirements**

- Interprets flood plan regulations and maps;
- Enforcement of the Architectural Barriers provisions of ADA;
- Oversees the interlocal inspection services provided to other area jurisdictions.
- Other related duties as deemed necessary or as required.

Experience: More than three years of planning, zoning, building and environmental inspection experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position. Possession of a valid driver's license.

Education: High School Diploma or GED is required. College degree or technical degree in planning, construction management or related field preferred. Certified as a Building Inspector and Plans Examiner is required, or obtained within the first year. Optional certifications include ICC, Plumbing, Electrical, Mechanical, and Property Maintenance.

Skills: Thorough knowledge of city building, electrical, plumbing and mechanical codes, zoning ordinances and applicable city codes. Thorough knowledge of building construction methods and materials. The ability to read and interpret plans and specifications. Good written and oral communications skills. The ability to operate measuring and testing equipment.

Problem Solving: Problem solving is a factor in this position. Problems include working with owners, architects and contractors to resolve code issues and violations.

Decision Making: Decision making is a factor in this position. Decisions include determining if a proposed use is permissible in a given area and if the proposed structure is conforming as to size, construction type, location and design. Interprets codes and ordinances.

Accountability: Employee is responsible for budgetary control of the Inspection and Code Enforcement Division of the Public Works Department and participates in annual department budget process.

Supervision: Supervision is provided by the Building and Zoning Administrator. Job related decisions are reviewed by the Building and Zoning Administrator.

Personal Relations: Frequent contact with other City departments and continual contact with the general public, design professionals, contractors, and building owners.

Working Conditions: Adverse working conditions may exist when inspecting building sites.

Physical Requirements: Ability to perform moderate physical work and ability to lift 50-pounds and to lift and carry up to 25-pounds; ability to stand, walk, sit, ride, bend, climb, kneel, crawl, twist, push, pull, and perform similar body movements; possesses hand/eye/foot coordination adequate to write, draw, use hand tools, and operate a vehicle; ability to talk and hear in person, by telephone and two-way radio; ability to see and read codes and to make visual inspections.