

JOB TITLE: Building and Inspections Technician

BIP/5

DEPARTMENT: Building Inspections and Planning, Rutherford County

JOB SUMMARY: This position provides technical assistance to the Director of Planning and Building Inspections.

MAJOR DUTIES:

- o Enters data related to the issuance of permits.
- o Dispatches building inspectors to construction sites by way of two way radio.
- o Answers the telephone, screens calls, schedules inspections, responds to questions, and makes appointments.
- o Transcribes correspondence, memos, notes, and minutes; composes letters.
- o Greets the general public; confers with citizens regarding appropriate documentation; refers to other personnel.
- o Receives and processes fees; prepares ledger; balances receipts.
- o Maintains department records and files.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern office practices and procedures.
- o Knowledge of basic accounting practices.
- o Knowledge of modern records maintenance techniques.
- o Skill in the use of modern office equipment.
- o Skill in the use of a two way radio and multi-line switchboard.
- o Skill in public relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Director assigns work in terms of general instructions. The supervisor spot checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county ordinances, county and department policies and procedures, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related administrative and clerical duties in support of the Director. Frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to provide administrative assistance to the Director. Successful performance helps the efficient operation of the department.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, general and subcontractors, property owners, developers, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.