

# BUILDING INSPECTOR

Planning & Zoning | Regulatory



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Building Inspector is responsible ensuring the safety and compliance of residential, commercial, and industrial buildings through inspections in accordance with local ordinances, statewide codes, and applicable federal regulations.

### JOB OVERVIEW

#### PAY TYPE

Exempt (Salaried)

#### SCHEDULE

Monday to Friday

#### LOCATION

Government Tower – 1<sup>st</sup> Floor

#### REPORTS TO

Building Official

#### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)  
Must be capable of climbing, walking on uneven surfaces or terrain, balancing, and practicing safe work methods on construction sites.

#### WORK ENVIRONMENT

Work involves both field inspections at construction sites and office-based tasks, requiring flexibility to work in varying conditions, including outdoor environments, uneven terrain, and exposure to construction activities.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

ICC Certification for Residential and Commercial Combination Inspector or Building Official

Registered as a Building Code Enforcement Officer with L.S.U.C.C.C.

Valid Louisiana driver's license

In this role, the incumbent will support the Regulatory Division of the Planning & Zoning Department in maintaining high levels of public safety by enforcing adopted building codes, ensuring that construction and renovation projects are in compliance with regulatory standards.

The position involves both fieldwork and office tasks, with a focus on clear communication and technical expertise.

### JOB DUTIES

- Inspect residential, commercial, and industrial projects to ensure compliance with applicable building codes, local ordinances, and federal regulations.
- Maintain punctuality for all scheduled inspections and site visits, ensuring timely completion of inspections and reports.
- Complete detailed inspection reports, documenting findings both manually and digitally.
- Conduct follow-up inspections to ensure previously identified issues have been addressed and resolved.
- Take and upload inspection photos for accurate documentation and reference.
- Prepare clear, concise inspection reports, highlighting pass/fail results, areas needing correction, and corrective actions required.
- Meet with contractors, subcontractors, and homeowners on-site to review reports and explain inspection outcomes.
- Collaborate with fellow inspectors, supervisors, and permit office staff to coordinate and adjust daily and weekly inspection schedules.
- Prioritize inspections based on urgency, project deadlines, and safety concerns.
- Adjust inspection schedules to accommodate staff absences or urgent requests.
- Complete continuing education courses and required training to stay informed about changes in regulations, codes, and industry standards.
- Serve on damage assessment teams after storms or significant events to evaluate building safety and report findings.
- Be available for 24-hour on-call services during emergencies or unforeseen events, including after-hours inspections when needed.
- Respond to inquiries in a timely manner, offering guidance on building code requirements and safety issues.
- Provide testimony in court or appeals related to building inspections, code enforcement, and interpretations of regulations.
- Assist in legal proceedings by providing expert opinions and supporting documentation for inspections.
- Assist Planning and Zoning colleagues with various project support tasks, code enforcement duties, and policy implementation.
- Perform additional tasks or special projects as assigned by the Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Must be able to build and maintain positive relationships with contractors, homeowners, and colleagues while maintaining professional standards in all interactions.
- **Time Management:** Skilled in effectively managing multiple inspection tasks, adhering to deadlines, and prioritizing work to meet inspection and reporting requirements.
- **Analytical Skills:** Ability to evaluate complex building structures and identify discrepancies or compliance issues based on building codes, regulations, and safety standards.
- **Communication Skills:** Must be able to clearly and effectively communicate inspection results, code requirements, and safety concerns to contractors, homeowners, and colleagues in both verbal and written formats.
- **Organizational Skills:** Must have the capacity to maintain precise records, track inspection schedules, and manage large volumes of data, ensuring timely completion of tasks and projects.
- **Technical Skills:** Expertise in using specialized inspection tools and building code software. Strong understanding of local, state, and federal building codes, safety regulations, and compliance requirements along with the ability to apply code knowledge to assess structures, identify violations, and ensure adherence to the latest construction standards and best practices. Proficient in Microsoft Word and Excel, as well as basic office machines.
- **Qualifications:**
  - Bachelor's degree in construction related field with at least three (3) years experience in code enforcement.
  - High School Diploma or GED equivalent required with a minimum of five (5) years of code enforcement inspection services in all residential and commercial disciplines.

