



Town of Easton
Building Inspection Division
14 South Harrison Street
P.O. Box 520
Easton, Maryland 21601
410-822-2526 / Fax 410-822-8738



March 23, 2017
Job Opening
Building Inspection Division

Position: Code Assistant/Building Inspector

Summary:

To review applications, construction documents, plans and specifications for compliance and the issuance of permits. Perform administrative tasks such as; record keeping, issuance of notice, scheduling of inspections, inspections and documentation. To assist in the operation of the Code Enforcement Office and the Building Inspection Division regarding staff; training-continuing education and public relations. To inspect buildings and dwellings in the Town of Easton to enforce the provisions of; the Town of Easton Code exclusive of criminal codes, State Codes and Federal Regulations governing; commercial, residential and industrial construction, alteration, repairs and change of occupancy. Perform other duties and powers as delegated by the Code Official.

Education, License and Certifications

High School Diploma or General Education Diploma (GED). Valid Driver's License. Be certified, or become certified as; 1. Plans Examiner for Building-Residential and Energy, 2. Commercial Building and Plumbing Inspector and 3. Residential Combination Inspector, by the International Code Council.

Knowledge and Experience

Have thorough knowledge of; zoning, property and building codes, and all construction trades. Two years of experience in building construction. Three years of additional experience in the supervision or inspection of construction.

Ability:

Perform administrative and technical work involving code enforcement and the inspection of building construction. Must be self-motivated, a strong communicator (verbally and in writing) and must display sound judgment and tact. To work effectively with minimal supervision. To effectively plan, document and maintain schedules and records for applications, permits and inspections. Must have the ability to perform inspection work that includes but not limited to; crawling under structures, being distances above grade requiring balance, climbing ladders, lifting and caring various survey and inspection equipment up to 50 pounds. To testify in court on violations for noncompliance and prepare documents for court. To work outside the standard workweek and during emergency closings.

Works in conjunction with
Town Engineer and staff
Town Planner and staff

Reports to
Code Official