



JOB POSTING
Building Inspector/Code Enforcement Officer
Job Closing Date: September 18, 2026

Job Title: Building Inspector/Code Enforcement Officer

Pay Grade: 7 / \$47,341 - \$77,573

Supervisor: Building Official

Job Status: Full-Time

Essential Job Functions:

Building Inspection:

- Conduct inspections of residential, and multi-family construction.
- Perform footing, foundation, framing, plumbing, mechanical, electrical, gas, insulation, and final inspections.
- Verify compliance with the adopted International Codes, local ordinances, and state laws.
- Review approved plans in the field to ensure construction matches permitted documents.
- Issue correction notices and re-inspection reports.
- Recommend issuance or denial of Certificates of Occupancy.
- Respond to emergency inspections involving structural damage, fires, storms, or unsafe buildings.
- Maintain detailed inspection records using the City's permitting software.

Code Enforcement:

- Investigate citizen complaints regarding zoning, nuisance, property maintenance, abandoned structures, junk vehicles, illegal signage, overgrown lots, and other municipal code violations.
- Conduct routine community inspections to identify violations.
- Prepare notices of violation and follow-up correspondence.
- Work with property owners to achieve voluntary compliance.
- Issue citations, when necessary, in accordance with City ordinances.
- Maintain case files and documentation for Municipal Court proceedings.
- Testify in court regarding enforcement actions when required.

Customer Service:

- Provide assistance to contractors, engineers, architects, developers, and the public.
- Explain code requirements and inspection procedures.
- Assist with permit applications and inspection scheduling.
- Answer technical questions regarding building codes and zoning regulations.

Administrative Duties:

- Maintain accurate inspection and enforcement records.
- Prepare written reports and documentation.
- Utilize permitting, GIS, and office software.
- Attend departmental meetings, training, and continuing education.
- Assist the Building Official with departmental projects as assigned.

Qualifications:

Minimum Qualifications:

- High school diploma or GED.
- Experience in construction, building inspection, code enforcement, or a related field.
- Valid Alabama driver's license.
- Ability to obtain required certifications within established timeframes.

Preferred Qualifications:

- ICC Residential Building Inspector Certification.
- ICC Property Maintenance and Housing Inspector Certification.
- Experience with municipal permitting software.
- Knowledge of municipal government operations.

Knowledge, Skills and Abilities:

- Thorough knowledge of the International Building, Residential, Plumbing, Mechanical, Fuel Gas, Fire, Existing Building, and Property Maintenance Codes.
- Working knowledge of the National Electrical Code.
- Knowledge of zoning regulations and municipal ordinances.
- Ability to read and interpret construction plans and specifications.
- Ability to identify code violations and recommend corrective actions.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with contractors, developers, elected officials, and the public.
- Ability to maintain accurate records and prepare professional reports.
- Ability to resolve conflicts professionally and diplomatically.

Physical Requirements and Work Environment:

This position regularly walks construction sites, climbs ladders, traverses uneven terrain, bends, stoops, lifts up to 50 pounds, and works outdoors in varying weather conditions. The position requires sufficient vision, hearing, and mobility to safely conduct inspections.

This job is considered safety-sensitive and is subject to random drug and alcohol testing.

Work is performed in both office and field settings. Field work includes exposure to construction sites, traffic, weather extremes, noise, dust, and other hazards associated with building construction and code enforcement.

This position will work out of the Public Works building located at 23580 E. Chicago Street. The position will report to the Building Official and be under the direct supervision of said person. Regular work hours will be 7:00am – 4:00pm Monday through Friday for a total of 40 hours, and after hours as needed.

Applications are available at the Public Works building located at 23580 E. Chicago Street, or via the City website at <http://www.robertsdale.org/content/theme/media/EmploymentApplication6-2011Editable.pdf>

Applications must be returned to apply@robertsdale.org or to the Public Works building no later than 4:00pm on the closing date listed above.

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