

**Mayor and Council Town of Middletown**  
**19 W. Green Street, Middletown, DE 19709**

**Job Title:** INSPECTOR I  
**Department:** Licensing & Inspections  
**Reports To:** Licensing & Inspections Foreman  
**FLSA Status:** Non-Exempt

**Summary:**

Inspects buildings, property and streets/utility activity to assure compliance with construction and adopted codes within the Town of Middletown. Does related work as required.

**Essential Duties and Responsibilities:**

1. Performs building, plumbing and mechanical inspections relating to new construction, renovations and permitted work.
2. Perform rental inspections.
3. Performs job inspections of infrastructure under construction.
4. Performs field inspections on sanitary sewer laterals, cleanouts, and water service valves.
5. Monitors residential construction sites and locates damaged standpipes.
6. Performs final inspections of permitted work, to ensure that they have been completed satisfactorily to allow the issuance of the Certificate of Occupancy.
7. Consults with builders, job superintendents and trades people on construction practices and code application.
8. Maintains records of finished work/inspections.
9. Prepares daily work logs.
10. Posts "Stop Work" orders as directed in accordance with established Town policy.
11. Investigates complaints and violations alleging code violations to the Town's housing code.
12. Prepares reports and maintains records as required.
13. Responsible for the maintenance, repair and cleanliness of assigned vehicle.
14. Performs other duties within shop or other sections as assigned or directed.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes tasks correctly and on time; Supports organization's goals and values.

- Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

- A minimum of two years experience in a skilled construction field at an apprentice level or one year experience in a skilled construction field at a journeyman level.
- Completion of a standard high school or GED or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Language Skills**

- Ability to read and comprehend simple instructions, short correspondence, and memos.

**Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability**

- Ability to understand the nature of the position and the safety requirements that are necessary to the position.

**Certificates, Licenses, Registrations**

- Valid drivers license

**Other Skills and Abilities**

- Knowledgeable of construction principles, techniques and practices.
- Knowledgeable of Middletown Codes and applicable ordinances and regulations relating to the construction of buildings, streets and utilities.
- Some knowledge of infrastructure construction practices.

- Familiar with the proper techniques and principles of erosion/sediment control, storm water management, lines and grades, plan interpretation and specifications.
- Ability to effectively communicate with builders, developers and the general public.
- Ability to maintain current knowledge of technical development as relates to the building field and adopted ICC code application.
- Ability to read and interpret prints and shop drawings.
- Ability to maintain accurate records; write clearly and effectively.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee is frequently required to stand, walk and sit.
- The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, or smell.
- The employee must frequently lift and/or move up to 55 pounds without assistance and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions.
- The employee is frequently exposed to moving mechanical parts.
- The noise level in the work environment is usually loud.

**Machines, Equipment and Tools Used**

Town vehicle, calculator, measuring tapes, computer, printer and scan, zoning and subdivision codes, Town ordinances.