



CITY OF MIDDLETON

P.O. Box 487, 1103 W Main Street, Middleton, ID 83644
208-585-3133 Fax (208) 585-9601
citmid@middletonidaho.us
www.middleton.id.gov

Job Announcement

Position: Building Inspector

Application Deadline: Until filled

FLSA Classification: Non-exempt

Salary Range: \$50,000 - \$60,000 annually

Work Schedule: 8:00 a.m. – 5:00 p.m., extended hours are sometimes required

Benefits: Paid vacation and sick leave, PERSI retirement, and \$830/month toward health insurance (medical/vision/dental/life/disability) premiums for employee and dependents.

Minimum Qualifications:

- Current Residential Inspector certification by the International Code Council, and the ability to obtain Residential Plans Examiner certification within six months of hire date,
- Five (5) years of experience, during last eight years, as construction superintendent, performing building inspections, or other similar function,
- Physical and mental agility and acuity to perform all building inspections,
- Proficient to expert in Microsoft Office product suite
- Demonstrated ability to plan, organize and schedule priorities
- Excellent written and oral communication
- Be fair and friendly with an optimistic attitude and speech.
- High School Graduate or GED
- Valid Idaho driver's license

Responsibilities:

Review building plans, perform inspections, respond in person and on the phone to inquiries about International Building and Residential codes, and enforces those codes. The Building Inspector reports to the Building Official.

Abilities:

- Professionally deal with contractors, subcontractors, and other inspectors and agencies on the phone and in person
- Work independently, and effectively handle multiple tasks simultaneously
- Work through detailed problems and maintain substantial attention to detail

Physical Characteristics of Work Environment:

- Field and office setting and environment, including inclement weather
- Constant interruptions
- Hearing and speaking in English to exchange information
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard or other office equipment
- Bending at the waist, kneeling or crouching to file materials
- Reaching overhead, above the shoulders or horizontally to file materials
- Lifting, carrying, pushing or pulling moderately heavy objects up to 25 pounds
- Climbing stairs
- Sit or stand for extended periods of time

HIRING PROCESS: Submit the following application information to attention of the Building Official at the City of Middleton, P.O. Box 487, Middleton, Idaho 83644. Complete applications can also be emailed to bcrofts@middletoncity.com.

1. Cover letter
2. Resume
3. Contact information for three professional references
4. City employment application (available online at www.middleton.id.gov)