



# City of Gautier

Office of Human Resources

3330 Highway 90

P.O. Box 670

Gautier, MS 39553

(P) 228.497.8000 ext. 308 / (F) 228.497.8028

Email: [hr@gautier-ms.gov](mailto:hr@gautier-ms.gov)

Website: [www.gautier-ms.gov](http://www.gautier-ms.gov)



## EMPLOYMENT APPLICATION PROCESS

### Building & Code Inspector

The City of Gautier's goal is to retain highly talented and engaged individuals in support of our vision to uplift and promote our priceless gem as the city of choice for new businesses and residents along the Mississippi Gulf Coast.

All persons interested in employment with the City of Gautier must have a current application on file with the Office of Human Resources and shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

#### Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application.
- Employment applications and specified documents must be returned to the Office of Human Resources between 8:00 a.m. and 5:00 p.m., Monday through Friday, to:

*City of Gautier  
Attn: Office of Human Resources  
3330 Hwy 90  
Gautier, MS 39553  
Phone: (228) 497- 8000 ext. 308  
Fax: (228) 497-8028  
Email: [hr@gautier-ms.gov](mailto:hr@gautier-ms.gov)*

Applicants **MUST** meet the following Qualifications:

- Applications received after the closing date will not be considered.
- All applicants must provide proof of a high school diploma or GED equivalent.
- Be eligible to work in the United States.
- Applicants seeking employment must meet the age requirements indicated in the vacancy announcement at the time his/her application is submitted for review.
- An elector of the county in which he/she resides, if registered outside of State of Mississippi; proof of registration is required.
- Valid Driver's License (driver's license number must be listed on application)

**Deadline for applications: June 30, 2015 at 5:00 PM.**

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

**Post Date:** May 27, 2015  
**Removal Date:** June 30, 2015

## **CITY OF GAUTIER VACANCY ANNOUNCEMENT**

**POSITION:** Building and Code Inspector  
**DEPARTMENT:** Economic Development/Planning Department  
**HOURS:** Monday – Friday 8:00 am – 5:00 pm  
**SALARY:** Grade 12 (\$30,357.60 - \$34,667.75)

**DUTIES:** The Building & Code Inspector inspects new/existing buildings, structures, & sites to enforce conformance to building/grading/zoning/flood zone/stormwater/ADA/Life Safety & other construction codes, laws, industry standards, and approved plans/specifications. This is technical/professional work using excellent customer service skills to establish and maintain effective working relationships with other employees, other departments, prospective new developers, contractors, and all members of the general public.

The Building & Code Inspector also responds to Code Enforcement Complaints and works with property owners/tenants to resolve non-compliance cases in accordance with Department Policies and state statute.

Work includes on site visits to construction projects, keeping records of inspections, dissemination of building code information, meeting with contractors, developers or owners of property preparatory to issuance of permits/notices of violations.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; and have a valid driver's license.

**MINIMUM EDUCATION AND EXPERIENCE:** High School diploma or (GED) equivalent; and a minimum two (2) years experience as a building inspector, building construction contractor, or superintendent of construction.

*(Job description with minimum requirements attached.)*

**INTERNAL APPLICANTS:** Please contact Lekeisha S. Hill, Human Resources Generalist at Gautier City Hall.

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## **BUILDING & CODE INSPECTOR**

<b>Department:</b>	Economic Development / Planning Department	<b>Pay Grade:</b>	12 (Schedule 2080)
<b>Reports To:</b>	Building & Zoning Administrator	<b>Exempt (Y/N):</b>	Y
<b>Competitive (Y/N):</b>	N		

### **SUMMARY**

The Building & Code Inspector inspects new/existing buildings, structures, & sites to enforce conformance to building/grading/zoning/flood zone/stormwater/ADA/Life Safety & other construction codes, laws, industry standards, and approved plans/specifications. This is technical/professional work using excellent customer service skills to establish and maintain effective working relationships with other employees, other departments, prospective new developers, contractors, and all members of the general public.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Inspects residential, commercial, and industrial building & site construction, during and after construction, to ensure compliance with the approved plans, specifications, and applicable codes.
- Communicates processes, construction status, & construction deficiencies/violations with permit holders, property owners, and Building & Zoning Administrator.
- Resolves complex and sensitive customer service issues, either personally, by telephone, or in writing.
- Confers with architects, engineers, developers, property owners, co-workers, and other organizations.
- Review construction plans and specifications as assigned by the Building & Zoning Administrator, for compliance with applicable codes.
- Inspects building sites for compliance with storm water management, landscaping, erosion control, zoning, and flood hazard requirements.
- Conducts inspection of existing properties, buildings, and construction projects for compliance with codes and laws.
- Responds to Code Enforcement complaints, issues compliance and/or violation notices establishing time constraints for compliance, works with property owners/tenants to resolve non-compliance cases, and follows procedures for abatements (where necessary) in accordance with Department Policies and state statute.
- Conducts follow-up investigations or re-inspections to ensure and document corrective measures were taken for all non-compliance/deficiencies/violations.
- Attends workshops, seminars, and code classes where required for the purpose of staying abreast of current code requirements.
- Establishes and maintains personal credentials and code certifications.
- Completes paperwork and submits for filing in accordance with Department policies.
- Performs other duties as assigned by the Building & Zoning Administrator, Director of Economic Development/Planning, and City Manager.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Ability to read construction plans and specifications.
- Considerable knowledge of International Building Code, Mechanical, Plumbing and related codes including National Electrical Code, and NFPA Life Safety Codes.
- Considerable knowledge of contemporary building construction techniques.
- Ability to understand zoning ordinances and related regulatory standards.
- Knowledge of best management practices for stormwater pollution prevention.
- Must have exemplary communication skills including fostering a team atmosphere, handling high stress situations, and conferring with a wide range of professionals to facilitate a positive, professional, business-friendly environment.
- Ability to review plans and specifications for code compliance.
- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relations as necessitated by work assignment.
- Ability to understand and follow oral and written instructions.
- Ability to react to change productively and handle other tasks as assigned.
- Ability to become familiar with the specific standards for zoning, subdivisions, flood minimization, and wetlands regulations as adopted by the City of Gautier.
- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to schedule work so as to respond to public needs in a timely matter.
- Must be able to come to work promptly and regularly.
- Must maintain a valid Mississippi driver's license.

### **SUPERVISORY RESPONSIBILITIES:**

This position supervises the Animal Control/Code Enforcement Officer.

**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 regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

**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 frequently is required to stand, walk, and sit. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

High School diploma or (GED) equivalent; and a minimum two (2) years experience as a building inspector, building construction contractor, or superintendent of construction.

**REQUIRED LICENSES AND CERTIFICATES:**

Must maintain a valid Mississippi driver's license.

MDOT Stormwater Certification preferred.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

# Screening Schedule

## **BUILDING & CODE INSPECTOR** (Economic Development/Planning Department)

Advertise .....May 27 – June 30, 2015

Post ..... May 27, 2015

Cut-Off Date .....June 30, 2015  
**(Application packet is to be submitted to the Office of Human Resources by 5:00 PM)**

Eligibility List Compiled ..... July 01, 2015  
**Applicant to Call (228) 497-8000 ext. 308 from 2:00 p.m. – 4:00 p.m. for Eligibility**

Civil Service Receives Eligibility Listing .....July 09, 2015

Interviews ..... To be scheduled at a later date

# CITY OF GAUTIER

3330 Hwy 90\* GAUTIER, MISSISSIPPI \* 39553-5124 \* TEL: 228-497-8000 ext. 308 \* FAX: 228-497-8028

*We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.*

**PLEASE PRINT OR TYPE \* PROVIDE ALL INFORMATION REQUESTED**

<b>Position Applied For (list only ONE per application)</b>	<b>Date of Application</b>
<b>Last Name</b>	<b>First Name</b>
<b>Middle Name</b>	
<b>HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)</b>	
<b>Daytime Phone #:</b> _____	<b>Evening Phone #:</b> _____
<b>Email (if checked daily):</b>	
<b>Have you ever been employed with us before?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <b>DATES:</b>	
<b>Are you a United States citizen?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>Are you registered to vote in the county in which you reside?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>Do you have a valid driver's license?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <b>License #:</b> _____ <b>State:</b> _____	
<b>Commercial –Class:</b>	
<b>Are you employed now?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <b>Date available for work:</b>	
<b>Have you been convicted of a felony within the last seven (7) years?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>	
<i>If Yes, please explain.</i>	
<b>Have you ever had any job-related training in the United States military?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>If Yes, please describe.</b>	
<b>Do you have any relatives currently employed with the City of Gautier?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>If yes, please give name(s) and relationship(s).</b>	

**EDUCATION** *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

**Describe any specialized training, apprenticeship, extracurricular activities and honors received**

**EMPLOYMENT EXPERIENCE** *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached*

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

**REFERENCES (Do not include relatives)**

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby authorize the City to conduct any and all necessary background checks concerning my criminal record as may be necessary, and I understand the presence of a criminal record may prevent me from being hired.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Received  
Screening Schedule \_\_\_\_\_

Application Received \_\_\_\_\_ Date/Time \_\_\_\_\_



City of Gautier

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VERIFICATION OF PREVIOUS BUILDING INSPECTOR WORK EXPERIENCE

Note to Applicant: Complete this section and submit to your previous employer for verification of your work experience.

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_
TO: \_\_\_\_\_ FROM: \_\_\_\_\_ (Applicant Name)
COMPANY: \_\_\_\_\_ PREVIOUS NAME: \_\_\_\_\_ (If applicable)
ADDRESS: \_\_\_\_\_

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

Applicant Signature \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date(s) of employment \_\_\_\_\_

Note to Previous Employer: Please complete the information requested below and mail directly or fax to:

City of Gautier
Office of Human Resources
3330 Highway 90
Gautier, MS 39553
Fax: (228) 497-8028

Date of Employment: \_\_\_\_\_ Last Date of Employment: \_\_\_\_\_

Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.

Table with 5 columns: Employee's Position/Title, Briefly describe duties of position, Date employee began position, Date employee ended position, Indicate if Full-Time or Part-Time Status

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_