

Government of Tuvalu – Job Description



Position Title:	Building Code Inspector	
Band and Salary:	T1-T3	\$15,448 to \$29,287
Ministry and Department:	Public Works, Infrastructure Development, and Water	PWD
Location:	Funafuti	
Reports to:	Building Code Officer	

JOB PURPOSE:

The Building Code Inspector is work under the Building Code Officer supervision and he/she responsible for ensuring that construction projects comply with government building codes and regulations. This role involves inspecting residential, commercial, and industrial buildings at various stages of construction to verify structural integrity, safety, and adherence to approved plans and specifications.

KEY RESPONSIBILITIES:

1. Conduct Inspections
2. Code Compliance
3. Documentation
4. Communication
5. Plan Review
6. Enforcement

MAIN DUTIES AND OUTCOMES:

- 1.1 Perform detailed inspections of buildings, structures, and construction sites to ensure compliance with building codes, zoning laws, and safety regulations.
- 1.2 Inspect foundations, framing, plumbing, electrical, and other building components at various stages of construction.
- 2.1 Verify that construction work adheres to approved plans and specifications.
- 2.2 Identify any code violations and issue correction notices and stop-work orders if necessary.
- 2.3 Re-inspect sites to ensure compliance with correction notices.
- 3.1 Maintain accurate and detailed records of inspections, including photographs, reports, and correspondence.

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3.2 Prepare and submit detailed inspection reports and summaries.

4.1 Communicate effectively with contractors, builders, engineers, architects, and property owners regarding inspection findings and necessary corrections.

4.2 Provide guidance and technical advice on building code requirements.

4.3 Respond to public inquiries regarding building codes, inspection processes, and compliance issues.

4.4 Participate in community outreach and educational programs to promote building safety.

5.1 Assist in reviewing building plans and specifications to ensure compliance with building codes and regulations.

5.2 Provide feedback and recommendations during the plan review process.

6.1 Enforce building codes and ordinances, including issuing permits and citations as needed.

6.2 Testify in court or administrative hearings as required.

MANDATORY REQUIREMENTS:

Qualification & Experience:

Diploma in construction management, engineering, architecture, or a related field; with Minimum of 5 years of experience in construction, building inspection, or a related field.

Certification:

Certification as a Building Inspector by the International Code Council (ICC) or equivalent (required).

Additional certifications in plumbing, electrical, or mechanical inspections (preferred).

Skills & Knowledge:

Strong knowledge of local, state, and federal building codes and regulations.

Excellent attention to detail and observational skills.

Strong written and verbal communication skills.

Ability to read and interpret construction plans and blueprints.

Proficiency in using inspection software and standard office applications.

Physical Requirements:

Ability to perform physical inspections, including climbing ladders, bending, and walking on uneven surfaces.

Valid driver's license and reliable transportation.

Work Environment:

Work is performed both in an office setting and on construction sites.

Exposure to various weather conditions and construction site hazards.

Use of personal protective equipment (PPE) as required.

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.

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- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.