

Government of Tuvalu – Job Description



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

JOB PURPOSE:

The Building Code Officer is responsible for ensuring that all construction and renovation projects comply with applicable building codes, zoning law, and safety regulations. This role involves inspecting structures, reviewing building plans, issuing permits, and enforcing code compliance to safeguard public health and safety

KEY RESPONSIBILITIES:

1. Inspection and enforcement
2. Plan review
3. Permit Issuance
4. Code interpretation and guidance
5. Recordkeeping and reporting
6. Public interaction and education

MAIN DUTIES AND OUTCOMES:

- 1.1 Conduct thorough inspections of residential, commercial, and industrial properties to ensure compliance with building codes and regulations
- 1.2 Identify and document code violations, and issue correction notices, stop-work orders, and citations as necessary
- 1.3 Follow up on compliance actions to ensure that violations are corrected

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- 2.1 Review construction and renovation plans for compliance with building codes, zoning laws, and other regulations
- 2.1 Approve or reject plans based on compliance criteria, providing clear and constructive feedbacks
- 3.1 Process applications for building permits, ensuring that all necessary documentations and fees are submitted
- 3.2 Issue permits for construction, renovations and demolition projects
- 4.1 Provide technical assistance and interpretation of building codes to architects, engineers, contractors, and the general public
- 4.2 Offer guidance on code requirements and best practices for compliance
- 5.1 Maintain detailed and accurate records of inspections, plan reviews, permits, and enforcement actions
- 5.2 Prepare reports and documentation for internal use and for submission to regulatory agencies
- 6.1 Respond to public inquiries regarding building codes, permit processes, and compliance issues
- 6.2 Participate in community outreach initiatives to educate the public on building safety and code requirements

MANDATORY REQUIREMENTS:

Bachelor's Degree in construction management, engineering, architecture, or a related field with a Minimum of 5 years of experience in construction, building inspection, or a related field.

Skills and knowledge.

Strong knowledge of local, state and federal building codes and regulations.
Excellent attention to detail and observation skills.
Strong written and verbal communication skills.

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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 drivers license and reliable transportation ability

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
- 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 check list