



JOB DESCRIPTION

BUILDING INSPECTOR

Department: Housing and Community Development	Classification/FLSA: Full Time, Non- Exempt
Location: City Hall	Reports To: City Inspections Official
Supervises: N/A	Salary Range: \$20.04 - \$30.06 hourly
Benefits: Per City Handbook	Travel: As needed

Date Written/Revised: 04/28/2020

POSITION SUMMARY

Conducts on-site building inspections for building code compliance in areas of building, electrical, plumbing, mechanical, and safety requirements; may specialize in one or more areas. Conducts on-site inspections for purposes of determining compliance with zoning regulations and all applicable codes and ordinances; consults with engineers, architects, building contractors, and various sub-contractors to resolve problems on various projects.

Performs office duty reviewing construction plans and specifications for compliance with various City/County, State and Federal codes and ordinances; conducts code research to resolve problems that arise during plan/specification review process and during on-site inspections. Enforces ordinances; maintains various inspection records; contacts contractors and sets inspection appointments; answers related telephone inquiries.

Issues permits for light frame construction; verify contractor/builder permits or licenses exist. Investigates complaints, prepare reports and make recommendations where appropriate or refer complaint to other city/county departments. Prepares records and documents and provides testimony to the judiciary system while enforcing adopted building codes, city code and ordinances.

Inspects buildings for occupancy to assure structure is legally adequate for a particular business or occupation and has required permits. Assist the public in obtaining engineering data on land within the City; i.e., lot sizes, availability of water lines, sanitary and storm sewers, easement, etc. Performs other related duties as required

DUTIES AND RESPONSIBILITIES

- Issues permits and certifications dependent upon compliance with standards, and assists applicants in completing necessary forms
- Provides Technical Advice and assistance to staff, property owners, developers, architects, engineers and builders on code-related issues
- Recommends methods, materials, equipment and alterations to assist in compliance with accepted standards

BUILDING INSPECTOR continued

- Determines acceptability of qualifications of contractors and verifies contractors' licenses and insurance
- Prepares and maintains reports, records and correspondence concerning enforcement and inspection activities, relating to building, electrical, plumbing and mechanical systems
- Attends meetings and workshops related to code issues

DUTIES AND RESPONSIBILITIES

- Make on-site inspections to determine existing conditions as they relate to site plans, conditional use permit requests, zoning variances, building plans and business license applications
- Provide explanations of City zoning ordinance requirements, and related construction permits and procedures
- Review plans, drawings, specifications, and diagrams to determine conformance with the provisions of the City's adopted Building, Plumbing, Mechanical, Electrical, Fire Codes and other established standards, when assigned plan review duties
- Provides customer service at the highest levels to the clients including builders, designers, developers and property owners
- Testifies in court, dilapidation hearings, or related boards; obtains documentation, and prepares testimony
- Keeps abreast of changes in electrical, plumbing and mechanical system installations and building construction practices, procedures, equipment, and applicable changes in the adopted City codes
- Conduct technical multi-trade field inspections of buildings and premises during various phases of construction and use, related to the buildings and structures. Investigates reported and unreported hazards, possible safety problems and violations of code, when assigned inspection duties

POSITION COMPETENCIES

- Thorough knowledge of national, state, and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of buildings and structures, materials, workmanship, and equipment
- Thorough knowledge of building system installations and construction, materials, equipment and workmanship
- Ability to:
 - Read and interpret blueprints, plans, drawings, specifications, and diagrams and determine conformance with established standards.
 - Read, understand, explain, and apply regulations.
 - Make technical inspections and render valid decisions.
 - Enforce regulations tactfully, firmly, and impartially.
 - Establish and maintain effective working relationship with other employees, agencies, and the public.
 - Make arithmetic and statistical computations with speed and accuracy.
 - Use appropriate computer software in analysis, calculations, and record keeping.
 - Communicate effectively both verbally and in writing.

BUILDING INSPECTOR continued

- Testify effectively in court and before related boards.
- Research data and originate legal documents and other instruments of law.
- Prepare clear and concise records, reports, correspondence, and other documentation.
- Complete forms legibly and accurately.

EDUCATION

- On the job training available.
- Required - High School Diploma or equivalent.
- Preferred - Bachelor's Degree in building design technology or two years vocational or technical school course work in construction, electrical, plumbing and HVAC with two years of related work experience.
- Preferred - four years in building, plumbing, electrical maintenance or mechanical experience as a journeyman or in a leadership role.
- Preferred - State certification as a Master in plumbing, electrical or mechanical trade.
- Preferred - strong electrical background.
- ICC B1 Certification must be obtained within one year from date of hire, if not certified upon hire.
- Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.