

## **BUILDING INSPECTOR**

### **GENERAL PURPOSE**

Inspects buildings and structures in all stages of construction, alteration and repair for conformance with approved plans and building codes; reviews building plans and specifications for proper design and code conformance; enforces building, plumbing, electrical, mechanical, energy and disabled access codes and ordinances; performs other work as required.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Building Official.

### **SUPERVISION EXERCISED**

None generally. May exercise supervision over part-time, temporary or other staff as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Makes field inspections of industrial, commercial and residential construction, plumbing installation, electrical installations, mechanical systems and mobile home installations and alterations.

Approves acceptable work or indicates revisions necessary for code or ordinance compliance.

Checks construction and building plans for compliance with all applicable building codes.

Issues building permits.

Assists architects, engineers, contractors and property owners in understanding and meeting code requirements.

Furnishes information to and answers inquiries both in person and by telephone from the general public regarding construction and building codes.

Inspects buildings and structures relative to condemnation and occupancy as required or requested.

Issues "Stop Work" notices and reports findings.

Prepares and maintains reports and documents relative to inspection activities.

Schedules inspections.

Waits on counter and answers phones.

### **BUILDING INSPECTOR**

Keeps abreast of changes in codes, ordinances and construction methods and materials.

Inspects fire and storm damaged buildings.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Graduation from a standard senior high school or GED equivalent, and
- (B) Two (2) years of experience as a building inspector in a public agency, or five (5) years of journeyman level experience in the construction or building trades or equivalent combination of specifically related training, education and experience; or
- (C) Any equivalent combination of education and experience.

### **Necessary knowledge, Skills and Abilities:**

- (A) Thorough knowledge of: principles and techniques of building inspection; principles and techniques of plan checking; modern methods of building construction; properties of building materials; applicable federal, state and local codes and regulations relating to building inspection.
- (B) Skill in the operation of the listed equipment.
- (C) Ability to: interpret and enforce applicable codes, regulations and ordinances relating to building construction and structural requirements; apply technical knowledge of building trades; use sound inspection methods to examine workmanship and materials and to detect deviations from plans, specifications and standard installation practices; read and interpret diagrams, plans and specifications; make mathematical computations rapidly and accurately; and establish and maintain cooperative working relationships.

## **SPECIAL REQUIREMENTS**

A valid state driver's license, or ability to obtain one by start of employment. ICBO certification as building inspector must be obtained within one year from date of hire.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; copy machine, fax machine, portable radio; phone; ladder or scaffolding; tape measure.

## **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.

Work is performed in office and outdoor settings. Outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate

computers and various pieces of office equipment.

## **BUILDING INSPECTOR**

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 4/98

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