

**TITLE:** Building Inspector I  
**PAY GRADE:** K  
**DEPARTMENT:** Planning and Development  
**STATUS:** Non-Exempt  
**REPORTS TO:** Building Official  
**REVISION DATE:** September 2017



**PURPOSE OF POSITION:**

The purpose of this position is to perform on-site field inspections of all aspects of residential projects or properties to verify compliance with the approved construction documents, adopted codes, and ordinances of the City. This position is also responsible for associated administrative functions as it relates to documentation of inspections.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Performs occupancy inspections on new and existing residential occupied structures.
2. Verifies structures are constructed in accordance with the approved submitted plans and specifications.
3. Approves the issuance of occupancy permits when compliance with applicable codes and requirements has been verified.
4. Performs property maintenance inspections on single family and multi-family structures verifying compliance with the requirements of the International Property Maintenance Code.
5. Responds to complaints of dangerous building conditions and property maintenance complaints.
6. Conducts inspections of potential code enforcement concerns, determining if violations exist. Communicates with property owners to obtain compliance. Gathers information for court actions when necessary.
7. Performs on-site construction inspections for projects governed by the requirements of the International Residential Code to verify the construction conforms to the approved construction documents along with the codes and ordinances of the City.
8. Schedules inspections and updates database with results of inspections performed.
9. Prepares and maintains complete written inspection reports.
10. Assists contractors, design professionals and building owners with code questions and technical issues regarding the International Residential Code or International Property Maintenance Code.
11. Reads and interprets adopted codes, technical manuals, drawings, instructions, and specifications as related to construction projects.
12. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

High School education/ equivalent. Must have previous experience in the construction industry or trades with a minimum of one (1) year experience as Code Enforcement Inspector or Building Inspector.

Currently hold or the ability to obtain the following International Code Council Certifications within six (6) months of hire:

- a. Property Maintenance and Housing Inspector
- b. Residential Building Inspector
- c. Residential Energy Inspector

- d. Residential Plumbing Inspector
- e. Residential Mechanical Inspector

Valid driver's license required.

Basic computer competency with Windows and a variety of software programs to perform calculations, enter data and produce documents required.

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

- Knowledge of International Residential Code and International Property Maintenance Code.
- Knowledge of residential construction and inspection principles and practices.
- Knowledge of building trades and construction codes.
- Ability to read and interpret residential construction plans and documents.
- Skill to establish and maintain cooperative working relationships.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate clearly and concisely in both written and verbal form.
- Skill to perform complex research and analytical work and prepare a variety of comprehensive reports.
- Knowledge of local government operations and administration.
- Skill to plan, develop, and implement policies and procedures.
- Ability to interpret and apply Federal, State, local ordinances, laws and regulations, and make rational decisions in accordance with established policy.
- Ability to gather pertinent facts, analyze, and arrive at sound conclusions.
- Ability to quickly compile and interpret and report research findings and recommendations.
- Ability to identify, analyze, and solve administrative problems and render advice and assistance.
- Ability to work under pressure to manage simultaneous tasks and projects and to meet multiple deadlines.
- Ability to maintain strong professional and personal integrity, ethics, and standards.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Knowledge of City policies, procedures and practices.
- Knowledge of local government organization and its departmental operating requirements.
- Considerable knowledge of modern office practices and procedures.
- Ability to analyze and prepare organizational and functional reports from research data.
- General knowledge of standard office procedures, practices, equipment and office assistance techniques.
- Knowledge of the City and department programs and policies.
- Knowledge of the use of a multi-line telephone system.
- Ability to work the allocated hours of the position.
- Ability to work in all types of weather conditions.

#### **PHYSICAL REQUIREMENTS**

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work has standard vision requirements.

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.

## **WORK ENVIRONMENT**

Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites. Work may also be performed above or below ground, to include heights over 10 feet, as well as underground crawl spaces.

*In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*