

TITLE: Building Inspector I
PAY GRADE: K
DEPARTMENT: Planning and Development
STATUS: Non-Exempt
REPORTS TO: Building Official
REVISION DATE: June 13, 2018



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 to insure public safety and health. 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 residential structures and approves the issuance of occupancy permits when compliance with applicable codes and requirements has been verified.
2. Performs property maintenance inspections on single family and multi-family properties verifying compliance with the requirements of the International Property Maintenance Code.
3. Performs plumbing inspections on residential projects to verify the construction conforms to the approved construction documents and adopted codes.
4. Performs mechanical inspections on residential projects to verify the construction conforms to the approved construction documents and adopted codes.
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 resolve violations. Prepares and presents enforcement cases for prosecution in court.
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. Prepare and maintain inspection reports and updates database with results of inspections performed.
9. Assists contractors, design professionals and building owners with code questions and technical issues.
10. Assists City staff with technical questions and issues.
11. Reads and interprets adopted codes, technical manuals, drawings, instructions, and specifications as related to construction projects.
12. Assists the Building Official and Department Director with assigned projects when requested.
13. 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, diagrams, specifications and property surveys.
- Ability to communicate clearly and effectively in both written and verbal form, with staff, contractors, design professionals and the public.
- Ability to maintain accurate records; organize facts and ideas and to prepare written or verbal reports.
- Knowledge of local government operations and administration.
- 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 identify, analyze, and solve and render advice and assistance.
- Ability to work under pressure to manage simultaneous tasks and projects and to meet multiple deadlines.
- Ability to maintain professional and personal integrity, ethics, and standards.
- Ability to establish and maintain effective working relationships with a diverse population of people using tact, diplomacy, courtesy and professionalism including but not limited to supervisors, other employees, city officials and 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 enforcement practices and procedures.
- Knowledge of local government organization and its departmental operating requirements.
- Considerable knowledge of modern office practices, procedures and equipment operation.
- Ability to work in all types of weather conditions; walk on uneven surfaces, perform inspections which may include exposure to toxins, chemicals, flooding, noise, vibrations, electrical current, dust, rodents and other hazards of the building environment.

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 other hazards typically found on 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.