



**Class Title: Building Inspector**

**Pay Grade: 8**

**FLSA Designation: Covered**

**Established: 3-09**

**Revised: 7-2016**

### **Class Summary/Primary Function**

The principal function of an employee in this class is to conduct inspections of building and development projects as they relate to building regulations. Duties include inspecting buildings at different stages of the construction process for compliance; researching building codes; explaining code details to contractors, builders and owners; completing inspection reports; entering data into County system; and performing duties to ensure public safety and structural integrity. The Building Inspector position requires technical knowledge and effective diplomacy when dealing with adversarial situations. The position reports to the Building Department Manager with latitude allowed for independent judgment and initiative. The principal duties of the position are performed in a public building and field environment and may include exposure to adverse weather conditions. Some early morning work may be required.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Examines plans and specifications for proposed residential and commercial construction;
- Inspects buildings at different stages of construction to determine compliance with building codes;
- Determines if setbacks from property lines are correct;
- Completes inspection reports and enters data into computer;
- Advises and instructs the developers, builders, owners and the public about technical requirements of building codes;
- Assists the public with building permit applications and code requirements by telephone, in person in the office, and in the field;
- Posts notices at job sites;
- Updates and maintains records of plans, applications, field inspections, etc.;
- Relates technical information from building, mechanical and fire codes, as applicable;
- Assists Building Manager and Building Official with general functions of the department;
- Coordinates and schedules inspections;
- Assists with the investigation of complaints of Building Code violations;
- Assists department employees with procedures, record-keeping, etc.
- Assists with update of local building codes for compliance with State Code.
- Interacts with utilities, agencies, government officials, etc. on such subjects as efficiencies, building techniques, building codes and life safety issues;
- Maintains records of inspection;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Interacts with contractors and sub-contractors at the job sites through the inspection process;
- Confirms compliance with stipulations of approval from Planning, state, and local officials
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Responds to citizens' questions and comments in a courteous and timely manner;

- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements:**

Knowledge of:

- Principles and standard practices of building construction, including stages when inspections to detect violations and defects are most easily observed and corrected;
- County and other applicable building and construction codes, including but not limited to, structural, mechanical, fire safety, and other applicable codes;
- Standard practices and procedures for field inspection;
- County building permit fee schedule.
- Operation of standard office equipment, including a personal computer and job-related software applications;
- Customer service procedures and techniques.

Ability to:

- Read maps, building and other plans, building specifications, read labels, tags, codes and to complete paper work
- Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to building codes;
- Read, interpret and clearly explain County building functions, policies, and procedures;
- Prepare, review, and maintain files, records, reports, databases, and correspondence, determining content and follow-up, if required;
- Detect and suggest corrections to inferior or deficient design, workmanship, materials and other hazards in an on-site inspection;
- Operate a motor vehicle;
- Represent the County and negotiate outcomes desirable to the County;
- Maintain detailed and accurate computerized and hard copy files;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Develop creative and effective resolutions to simple and complex problems;
- Determine inspection priorities and follow work assignments; follow-up to ensure desired results; and document actions;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Maintain a professional demeanor during stressful situations;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Maintain individual and transaction confidentiality;

- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

### **Acceptable Experience and Training**

- High School Diploma or GED is required; and
- At least five (5) years experience in construction trades with experience in concrete, carpentry (rough and finish), floor and wall coverings, roofing, heat source installation, chimneys, insulation and building in flood plains; and
- One (1) year of experience in building inspections preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

### **Specialized Licenses or Certifications:**

- International Code Council Certification as a Commercial & Residential Building Inspector, or ability to obtain within 1 year of hire
- International Code Council Certification as a Mechanical Inspector, or ability to obtain
- International Code Council Certification as a Plans Examiner preferred
- Valid Idaho Driver's License

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, discern colors on maps, use depth perception for inspections, take photographs and videos, prepare and review documents and process them in a prescribed order, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate 35mm and digital cameras, video camera, standard office equipment and a motor vehicle;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 50 lbs.; to work in an office environment; and to maneuver around construction or field sites.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, climbing stairs, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, reaching, working in confined spaces, and maneuvering on uneven terrain.