

Building Inspector 1

DEPT: Community Development
DIV: Building & Permitting
DATE: July 2016

FLSA: Non-Exempt
EEOC: Technicians



POSITION SUMMARY

As a “**Limited Building Inspector**”, performs a variety of entry level, site inspections on residential, commercial and industrial buildings to assure conformity with established city and state uniform building codes.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Building Official, Lead Building Inspector or Building Inspector II.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Receives and examines building plans for compliance with uniform building code as to construction, building type, occupancy, fire protection, and location of lot; verifies plans to conform to city ordinances; identifies needed corrections for errors on blueprints; discusses and explains ordinances and codes to concerned home owners and contractors; assumes authority and responsibility for plan corrections needed to conform to city ordinances and codes.

Determines building permit fees following established procedures for building type and size; issues permits for building, plumbing, electrical, sewer, water, heating, cooling and other construction phases as required by law.

Visits building sites or existing buildings to perform inspections including zoning, yard location, footing, foundation, frame, wiring, plumbing, and heating to assure compliance to building codes and ordinances.

Interprets regulations and codes for builder and property owners to assist them in altering construction plans to meet established standards.

Investigates alleged code violations; determines whether a violation exist; and if so initiates proper departmental procedures to report the findings; prepares inspection notices or correction notices.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. Two (2) years of responsible experience in construction, construction management, inspection or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Some knowledge of construction methods and materials common to residential and commercial projects; building standards and codes; interpersonal communication skills, political, legal and governmental processes affecting various engineering programs and project management; building, plumbing, electrical, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment.

Skill in the art of diplomacy and cooperative problem solving.

Ability to communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; perform mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Utah Driver's license.

Must be able to obtain within eighteen months from date of hire I.C.C. and/or State of Utah Certified Inspector in the area of commercial and residential construction.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel required in course of performing portions of job functions. . Regular exposure to outside weather extremes and in dangerous settings related to the public right of way operations and construction sites.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____