

Building Inspector 2

DEPT:	Community Development	FLSA:	Non-Exempt
DIV:	Building & Permitting	EEOC:	Technicians
DATE:	July 2016		



POSITION SUMMARY

Performs a variety of **full performance para-professional and technical duties** related to implementing the civil engineering inspection program for public works projects and utility service systems. As a **certified combination inspector**, conducts 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 Assistant Building Official or Lead Building Inspector.

SUPERVISION EXERCISED

May provide close to general supervision to Building Inspector(s) I while in training or on a project-by-project basis.

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; makes corrections for errors on blueprints; discusses and explains ordinances and codes to concerned home owners and contractors; assumes authority and responsibility for plan corrections as to conformance 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, HVAC systems 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 to 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 final certification of the inspection.

Participates in pre-construction conferences as needed to coordinate involvement of local contractors, special districts, the city departments and local utilities as needed to produce comprehensive view of planned commercial and residential development.

Operates personal computer and various software applications, including AutoCad, as needed to develop documents, charts, graphics, plan specifications and related materials.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school, plus, Two (2) years of specialized training in engineering methods and practices related to testing and ICC compliance provided through technical college, professional workshops or university studies;

AND

- B. Two (2) years of responsible experience as an inspector performing above or related duties;

I _____ have reviewed the above job description. Date: _____
(Employee)