

# Building Inspector 3

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 and II 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. Four (4) years of responsible experience as an Inspector performing above or related duties; it is preferred to have at least two (2) years of residential inspection;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

**Working knowledge** of structural engineering testing methods, principles and practices and procedures; sampling and testing applications; construction methods and materials common to construction projects; engineering standards and codes; technical and practical design of residential and commercial structures; interpersonal communication skills; building, plumbing, electrical, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment. **Some knowledge** of drafting techniques.

**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 Drivers license.

Must be an I.C.C and State of Utah Certified Combination Residential and Commercial Inspector in eight areas of inspection specialization (plan examiner, plumbing, electrical, mechanical, building, or combination dwelling).

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.

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**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: \_\_\_\_\_

(Employee)