

Building Inspector, Lead

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

FLSA: Non-Exempt
EEOC: Technicians



POSITION SUMMARY

Performs a variety of **lead building inspection, and technical duties** related to implementing international building codes. Conducts site inspections on residential, commercial and industrial buildings to assure conformity with established city, state or international building codes.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Building Official or Assistant Building Official.

SUPERVISION EXERCISED

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

ESSENTIAL FUNCTIONS

As Lead Inspector, trains new and current inspectors on uniform application of codes and enforcement. Helps mediate code enforcement issues with owners and inspectors. Answers questions from other inspectors.

Receives and reviews building plans for compliance with international 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, heating, cooling and other construction phases as required by law.

Visits building sites or existing buildings to perform inspections including zoning, set backs, footing, foundation, frame, electrical, plumbing, and mechanical 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 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 the most comprehensive view of planned construction.

Operates personal computer and various software applications, including AutoCAD, as needed to develop documents, charts, 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 compliance provided through technical college, professional workshops or university studies;

AND

- B. Six (6) years of responsible experience performing above or related duties; one (1) year of which must have been in a lead or supervisory capacity;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of construction methods and materials common to commercial, industrial and residential construction projects; building, plumbing, electrical, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blue prints and related specifications; interpersonal communication skills. Working knowledge of engineering standards and codes; political, legal and governmental processes affecting various building programs and project management.

Skill in the art of diplomacy and cooperative problem solving.

Ability to interpret codes accurately and effectively; analyze permanent structures to determine conformity of established codes; communicate effectively verbally and in writing; read and interpret plans and specifications; ; perform mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public; effectively work with homeowners and contractors to resolve problems and disputed issues.

3. Special Qualifications:

Must possess a valid Utah Drivers license.

Must be an I.C.C., and/or State of Utah Certified Inspector in all **five** 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.

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)