



## **BUILDING INSPECTOR**

Department:	<b>Building</b>	Class Code:	<b>23</b>
Reports to:	<b>Chief Building Official</b>	FLSA Status:	<b>Non-Exempt</b>

**GENERAL PURPOSE:** Under general supervision of the Chief Building Official, performs assigned building code compliance inspections on residential and commercial projects.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Inspects new residential and commercial building construction as well as additions, remodels, and tenant improvements for code compliance in framing, electrical, mechanical, and plumbing.
- Verifies building setbacks and that all work is completed per approved building plans.
- Utilizing the permit tracking software keeps accurate records of inspection findings, results and all specific and pertinent project notes.
- Enforces building codes and ensures that minimum code requirements are achieved.
- Works with contractors and owner builders offering explanations when necessary of work not in compliance offering suggestions when requested of how compliance may be achieved.
- Discusses unique or severe problems found in the field with the building official to develop strategy seeking compliance.
- Follows up on field questions from contractors/owner builders.
- Is available to the public during specific times to answer building code questions by phone or in the office
- Performs other related job duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or equivalent. Two years of building inspection experience. Minimum of five years in the building trades.

#### **Required Licenses or Certifications:**

ICC Residential Building Inspector Certification (within twelve months).

Possession of a valid State of Arizona driver's license.

#### **Required Knowledge of:**

- Town, county, state and federal laws, regulations and ordinances.
- Principles and practices of building code enforcement.
- Town's Code regarding building construction/inspection.
- Construction industry and Development Service's policies and procedures.
- Skill in negotiating with the contractors and other customers to achieve problem resolution.

## JOB DESCRIPTION

## Building Inspector

- Criminal justice and court systems, procedures and protocols.
- Civil court procedures.
- Adopted Town and state codes regarding commercial and residential construction and all applicable building codes.
- Licensing and permitting procedures and requirements.
- Modern office management principles, practices and methods.
- Uses and applications of personal computers and various software applications.

### Required Ability to:

- Develop and maintain effective working relationships with Town staff, contractors, developers, skilled trade workers, Municipal Court staff, various external organizations and individuals and the general public. Communicate effectively, both orally and in writing.
- Effectively communicate and deescalate volatile situations.
- Maintain organized records.
- Prioritize work load and complete tasks.
- Ability to operate a camera and develop other records that efficiently and effectively substantiate a position
- Operate a personal computer utilizing a variety of business software.

### Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 40 pounds. Potential exposure to moving vehicles. May be exposed to potentially violent individuals. May be exposed to infectious diseases. May be exposed to hazardous chemicals. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Exposed to noxious weeds and / or offensive odors.

*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
Building Inspector	12/08/2021			23	Non-exempt	

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_