



8930 N Government Way Hayden, Idaho 83835

Vacancy Announcement

BUILDING INSPECTOR/PLANS EXAMINER FOR BUILDING AND MECHANICAL Building Services Department

**Salary is dependent upon experience
Full-time, Non-Exempt**

POSITION SUMMARY

The individual in this position works independently under general supervision of the Director of Building Services/Building Official and performs various technical functions in support of the building inspection/plan review process. Work is performed in a public environment where effective communication is a crucial part of the person's job effectiveness. Primary responsibilities include reviewing construction plans and documents; conducting inspections of residential, industrial, and commercial buildings, structures and projects to ensure compliance with City as well as other applicable building; and mechanical codes, ordinances, zoning, safety, and City wastewater requirements. The individual in this position is required to work together with other departments to improve and maintain efficiency in operations and provide quality customer service.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES (illustrative only)

This list includes, but is not limited to the following:

Provide support effectively and efficiently to Building Department Operations by:

- Performing technical office review of building and construction plans and on-site building inspections.
- Ensuring compliance of plans and sites with City and other applicable building codes, including but not limited to structural, mechanical, health, fire safety, and other applicable codes.
- Conducting inspections of new construction, remodels, alterations and removal of all related work for compliance with City ordinances and applicable codes.
- Inspecting installation and alterations of heating and air-conditioning systems for compliance with uniform codes;
- Completes inspections for building code and City's wastewater requirements.
- Inspects sewer and water service installations and new sewer connections.
- Responding to complaints and performing inspections for code violations on existing buildings.
- Promptly completing reports to document inspections and violations.
- Notifying building owners/contractors and/or other affected parties of code violations and compliance issues through verbal contacts and written correspondence in a timely manner.
- Conducting follow-up inspections to ensure compliance is achieved.
- Responding to inquiries from design professionals, contractors, developers and the general public on mechanical, building code requirements and construction techniques and practices.
- Performs plan checks on commercial construction and reviews proposed building plans to ensure compliance with city ordinances, and mechanical and building codes.
- Investigating hazardous or illegal conditions.
- Reviewing test data sheets from special inspectors.
- Performing code compliance checks on new construction and remodels for planning, public works, sewer, water, fire, and health departments.

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Contribute to meeting the goals of the Building Department team by:

- Developing and maintaining positive working relationships with supervisor, co-workers, and the general public.
- Participating in a team effort to increase efficiency and quality of services provided by the department and build a positive public image.
- Responding promptly to public and organizational needs.
- Communicating and coordinating regularly with appropriate individuals to maximize effectiveness and efficiency of interdepartmental operations and activities.
- Performing all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.
- Researching changes in Uniform ICC Building, Plumbing, and Mechanical codes to stay current in the field.
- Attending training and other meetings as required.

REQUIRED QUALIFICATIONS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles, procedures, materials, and standard practices of building construction.
- Standard practices and procedures for conducting field inspections and solid understanding of the stages at which violations and defects are most easily detected, observed, and corrected during the inspection process.
- City and other applicable building and construction codes, including but not limited to, structural, plumbing, mechanical, heating, fire safety, and other applicable codes.
- Standard practices and procedures for plan, permit, and license application review, evaluation, and approval, and documentation.
- City wastewater system requirements.

Skill in:

- Applying techniques used to detect violations and defects at the earliest possible stage of construction.

Ability to:

- Follow written and oral instructions; prepare oral and written reports; prepare correspondence and other documentation; and maintain inspection and other related files and records.
- Read and interpret code books, complex construction plans, blueprints, designs, maps, diagrams, etc., and relate them to construction and inspection activities.
- Operate a motor vehicle and standard office equipment, including a personal computer using program applications appropriate to assigned duties.
- Meet deadlines.
- Detect and suggest corrections to inferior or deficient designs, workmanship, materials, and other hazards in an on-site inspection.
- Communicate effectively to establish and maintain positive working relationships with co-workers and organizations or individuals encountered with the community and general public in performance of job responsibilities.



Education and Experience

- Associate degree or two years of technical training in building construction, engineering, architecture, or closely related field; and
- Four years of experience in the building industry or building inspection; or
- An equivalent combination of education, experience, and training through which the knowledge, skills, and abilities necessary to perform the duties of this position have been acquired.

Certifications, Licenses, Special Training

- Possession of a current, valid driver's license.
- Possession of International Mechanical Code Certification or ability to obtain certification within six months of employment.
- Possession of ICC Building Certification or ability to obtain certification within six months of employment.
- Any training, certifications, and/or licenses as required by Federal, State, or Local Laws or Ordinances to perform duties of job.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit at a desk or in a vehicle; walk and stand; enter, exit, and operate a motor vehicle; and use fingers, hands, and arms to operate keyboard.. The employee is frequently required climb stairs and occasionally required to walk on slippery or uneven surfaces; reach with hands and/or arms to lift and reach overhead; climb ladders to unusual heights; crawl into confined spaces; and balance, stoop and bend, twist, kneel, or crouch. The employee may occasionally lift and/or move up to 25 pounds. The position requires sufficient clarity of speech and hearing or other communication capabilities which permits the employee to discern verbal instructions and communicate with others; sufficient vision or other powers of observation which permits the employee to comprehend written work instructions, technical documents, blueprints, and diagrams, and move through uneven and/or unfamiliar areas; and sufficient body mobility, flexibility, and balance to perform field inspections.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently required to travel to inspection sites and work in a variety of weather conditions. The employee may be exposed to a variety of chemicals and working conditions related to building and site construction and is occasionally exposed to noisy and/or loud equipment, moving vehicles, heavy equipment, and power systems which subjects the employee to mechanical, electrical, and traffic hazards.

ADDITIONAL DESIRED QUALIFICATIONS

- State Journeyman Plumber's License

APPLICATION DEADLINE AND PROCESS

Screening of applications will begin immediately. This position is opened until filled; however, interest is in filling this vacancy as soon as possible. Send a cover letter, a resume, and a completed City of Hayden application to: Vicki Rutherford, City Clerk/HR Director, City of Hayden, 8930 N. Government Way, Hayden, Idaho 83835. A City of Hayden Application form and more information about the position are available on our website at www.cityofhaydenid.us or through City Hall at (208) 772-4411.

The City is an equal opportunity employer.

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