

Job Title: Building Inspector I
Department: Community Development
Reports To: Building Inspection Supervisor
Open Date: May 9, 2018
Close Date: Open Until Filled
Hiring Range: \$18.26 - \$23.32 per hour, DOE
Salary Range: \$18.26 - \$27.38 per hour, DOE

Job Summary:

Performs detailed building inspections for all types of residential and commercial construction projects that have received a building permit in the City of Meridian. Responsible for verifying buildings in the process of construction meet current adopted building codes, all current codified or ordained codes, specifications, and plans. Exercises technical judgment and discretion based on extensive knowledge of the various ordinances, codes and regulations which the employee is responsible for enforcing. Provide notices to the permit holder and the City of any violations; and order correction of any such violation. Works independently in the field and is responsible for making decisions requiring technical discretion and sound judgment.

Essential Duties & Responsibilities:

Performs detailed building inspections for all types of residential and commercial construction projects that have received a building permit in the City of Meridian.

Performs “AM/PM” inspection requests as determined necessary by management.

Verifies structures under construction are in compliance with city-reviewed and approved construction documents.

Inspects all structures in the process of construction or renovation, starting with soil conditions for footings, foundations and placing footings.

Performs structural framing inspections of floors, walls and roof systems ending with the final inspection approval of the building for compliance with currently adopted building codes and city ordinances.

Performs additional inspections as needed or requested by the Building Official.

Inspects structures for energy code compliance with the currently adopted International Energy Conservation Code.

Performs detailed notes and inspection information through City software and field hardware during each inspection.

Approves temporary and certificate of occupancy approvals in the software database.

Collaborates with the Building Inspection Supervisor and Building Official for Stop Work or Not Approved for Use or Occupancy postings.

Verify that all special inspection reports have been received and meet or exceed minimum code requirements before final inspection is passed in department permit software.

Interprets building code provisions to verify code compliance. Inspects conditions of buildings prior to issuance of certificate of occupancy. Verifies project valuations and field changes/scope change for correctness prior to issuance of certificate of occupancy.

Coordinates and verifies final approval of all other trades, all jurisdictional ordinances and life safety provisions of the building codes.

Reviews and processes all deferred plan submittals. Documents inspections and field plan review modifications and any other code provisions that need to be corrected in department permit tracking software.

Serves as primary point of contact in the field to facilitate, conduct and manage project scope from permit issuance to completion.

Collaborates with the Building Inspection Supervisor and Building Official and other city personnel to confirm final project approvals before issuing certificate of occupancy.

Attends code training and code update seminars to stay current with code changes through the International Code Council (ICC).

Maintains continuing education units for International Code Council certifications.

Directly responsible to close all aging inspections and expired permits as identified in the City permit tracking database.

Handles sensitive and delicate situations with a high degree of confidentiality and in a courteous, professional, and timely manner;

Prioritizes and organizes own work to meet deadlines; Works independently and under the direction of the Building Inspection Supervisor.

Operate office equipment, e.g., photocopier, facsimile machine. Perform general office duties like document scanning and other administrative tasks associated with the position.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Job Specifications:

Ability to communicate effectively with people who are angry, hostile or confused; maintain composure and exercise sound judgment in adverse conditions.

Work independently with limited oversight from supervisor to complete assignments in a timely fashion.

Read and interpret building plans; develop innovative and equitable solutions to complicated code issues.

Ability to interpret and effectively explain residential and commercial building code requirements, relevant standards and problems with architectural and structural plans to other city staff, owners, contractors, building tenants and designers.

Operate City required software including word processing, permit tracking, email and internet related programs.

Individuals must be capable of operating vehicles safely and have an acceptable driving record.

Working Knowledge of:

Possess current word processing, database, email, and internet computer software application knowledge.

Knowledge of the International Residential Code (IRC); International Building Code (IBC); International Energy Conservation Code (IECC, ANSI A117.1, International Fire Code (IFC).

Knowledge of local ordinance amendments and codes; construction materials and properties; construction trade and common practices; time management principles and advanced customer service principles.

Ability to:

Establish and maintain effective working relationships with other employees and the public in a professional and positive manner.

Display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations.

Licensing and Other Requirements:

One to three years of experience as a building inspector is required.

International Code Council (ICC) certification as a Residential and Commercial Building Inspector is required.

Valid Idaho driver's license.

High School Diploma or GED.

Other Desirable Training:

One to three years prior experience in the building and construction trades.

(ICC) Commercial and Residential Energy Inspector certifications desirable at the time of hire or within 24 months.

Work Environment and Physical Demands:

The work environment will include inside conditions, outdoor weather conditions, and extreme temperatures, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter.

Employees work in/at heights, confined spaces and are exposed to mechanical, electrical hazards.

Hazards associated with all conditions at construction sites for new and existing buildings in varying stages of completion: heavy equipment, falling hazards, open excavations and temporary safety installations.

Lifting/carrying up to 10 lbs., occasionally lifting/carrying up to 35 lbs.

Pushing/pulling up to 10 lbs., occasionally pushing/pulling up to 35 lbs.

Sensory ability to talk, hear, touch and feel.

Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb and balance. Position requires hand/finger dexterity.

Travel Requirements:

Local travel is required using city-owned vehicles.

Must possess and maintain a valid Idaho driver's license and have a safe driving record.