

**CITY OF HAYDEN
JOB DESCRIPTION**

**BUILDING INSPECTOR/PLANS EXAMINER
COMMUNITY DEVELOPMENT - BUILDING DEPARTMENT**

POSITION SUMMARY

The individual in this position works independently under general supervision of the Community Development Director 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 and inspecting construction plans and documents; inspecting residential, industrial, and commercial buildings, structures and projects; and ensuring compliance with building codes, ordinances, zoning and safety requirements. The individual in this position is required to work together with other departments and other agencies 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 Services operations by:

- Performing technical plan review of building and construction plans in an office setting and performing 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.
- Calculating building valuations and determining fees.
- Acting as a resource to contractors, public, design professionals, and other interested parties on matters relating to code requirements as well as construction techniques and practices.
- Investigating hazardous or illegal conditions.
- Documenting inspections and violations, promptly completing inspection reports and correspondence regarding inspection issues, and notifying affected parties regarding compliance issues in a timely manner.
- Conducting follow-up inspections to ensure compliance is achieved.
- Responding to complaints and performing inspections for building or City code violations.
- 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.

Contribute to meeting the goals of the Building Services 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.
- Attending training and other meetings as required.

MARGINAL JOB DUTIES AND RESPONSIBILITIES:

Provide support to the organization by:

- Performing other duties as assigned by the Community Development Director, City Administrator, and/or Mayor.
- Responding at any time of day or night to determine safety of structures following emergencies and natural disasters.

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:

- The principles, procedures, materials, and standard practices of building construction as well as standard practices and procedures for field inspections.
- Techniques used to detect violations and defects at the earliest possible stage of construction and skill in applying them.
- City and other applicable building and construction codes, including but not limited to, structural, mechanical, health, and fire safety, and ability to apply these to inspections.

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 complex construction plans, blueprints, designs, maps, diagrams, etc., and relate them to construction and inspection activities, as well as codes, policies, ordinances and other regulations.
- 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.
- Recommend and implement process improvements

Education and Experience

- Technical training in architecture, engineering, carpentry, construction, construction management, plan reviews, inspections, or closely related field; and
- Two years of experience performing the duties in a field related to those above; or
- An equivalent combination of education, experience, and training that develops the knowledge, skills, and abilities necessary to perform the duties of this position.

Certifications, Licenses, Special Training

- Possession of a current, valid driver's license.
- Possession of ICC Building Certifications; or ability to obtain the following certifications: Residential Building Inspector, Residential Mechanical Inspector; and Building Plans Examiner within six months of employment. Commercial Building Inspector, Commercial Mechanical Inspector within twelve months.
- 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. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 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.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Signature of Human Resources Director: _____ Date: _____