



City of Nampa

Building Inspector I or II

Department: BLDG

FLSA Status: Non-Exempt

Grade/Level: 20

Job Type: Regular

Work Schedule:

Generally, 8:00 am - 5:00 pm; however, must be able to work flexible and varied hours.

Job Status: Full Time

Reports To: Building Inspector Supervisor

Amount of Travel Required: frequent

Positions Supervised: None

Revised: June 3, 2019

POSITION SUMMARY

GENERAL STATEMENT OF DUTIES

Performs residential building and/or commercial, industrial and safety inspections of new and existing properties to ensure compliance with Federal, State, and City codes and regulations; performs directly related work as required.

DISTINGUISHING FEATURES OF THE CLASS

The principal function of an employee in this class is to perform building inspections in compliance with all Federal, State, and City codes and regulations. The work is performed under the supervision and direction of the Building Inspector Supervisor, but considerable leeway is granted for the exercise of independent judgment and initiative. The Building Inspector I class is an entry level position concentrating on residential building inspections. The Building Inspector II class is distinguished from the class of Building Inspector I by the performance of more diverse and complex inspections of residential, commercial, and industrial properties and multiple ICC certifications. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the assigned supervisor, other City employees and officials, contractors, builders, business owners and the general public. The principal duties of the class are performed in a general office environment with potential personal hazards.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Performs commercial, industrial, and/or residential building and safety inspections of new and existing properties through all phases of construction to ensure compliance with Federal, State, and City codes and regulations.
- Establishes a cooperative working relationship with builders, contractors, homeowners and maintains communication with above and other public agencies and departments.
- Conducts final inspections with authority to postpone building or project completion based on compliance with enforcement codes and standards.
- Promptly records accurate incoming inspection requests and schedules.
- Performs detailed and technical plan reviews of proposed building designs.
- Investigates complaints of Code violations.
- Ensures public and operational safety on construction sites, including coordinating with other City agencies.
- Performs other duties consistent with the role and function of the classification.
- Attends meetings, conferences, workshops, training sessions, and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- **ESSENTIAL RELATIONSHIP EXPECTATIONS**

Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

Responds to citizens' questions and comments in a courteous and timely manner.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Is punctual and timely in meeting requirements of performance, including attendance standards and work deadlines.

Communicates information and states concerns in a clear and professional manner.

Respects the opinion of others and demonstrates a reasonable relationship with employees, supervisors and others.

Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed.

• **REQUIRED KNOWLEDGE**

Considerable knowledge of concepts, materials and terminology related to building construction and installation in building/mechanical inspection.

Considerable knowledge of all applicable Federal, State and local codes, rules and regulations, including the Uniform Building Code and energy and disability access regulations.

Considerable knowledge of computer applications, business and engineering mathematics, standard office practices and record keeping principles and procedures.

Considerable knowledge of plan review principles, practices and procedures for documenting inspections, correction violations and court procedures if required.

• **SKILLS/ABILITIES**

Ability to interpret and apply appropriate methods, practices, procedures, codes and regulations.

Ability to explain codes, interpret construction plans and utilize independent judgment when interacting with engineers, architects, developers, property owners and the public.

Ability to organize and prioritize work and meet critical deadlines.

Ability to prepare clear and concise reports, correspondence and other written materials.

Ability to effectively handle the most complex and sensitive building and mechanical inspections and quickly resolve complaints and problems.

Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.

Ability to understand and follow oral and/or written policies, procedures, and instructions.

Ability to prepare and present accurate and reliable reports containing findings and recommendations.

Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time sensitive deadlines.

Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.

- Analytical Thinking - Using a logical reasoning process to break down the work through a situation or problem to arrive at an outcome. Recognizing fundamental elements of a situation, clarifying the situation, examine the facts, evaluating, interpreting and integrating solutions.
- Commitment to Safety - Understands, encourages and carries out the principles of integrated safety management; complies with or oversees the compliance with safety policies and procedures; completes all required training; takes personal responsibility for safety.
- Decision Making - Ability to make critical decisions while following company procedures.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Problem Solving - Ability to identify problems and issues of varying complexities and to find effective solutions for or to deal proactively with work-related problems with few guidelines.
- Reliability - The trait of being dependable and trustworthy.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Teamwork - Ability to work as a productive member of a cohesive group toward a common goal and contributing to team development and effective team dynamics.

Education:

High School Graduate or General Education Degree (GED): Required

Experience:

Building Inspector I: A minimum of 3 years of experience in as a Building Inspector I, and/or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Building Inspector II: A minimum of 6 years of experience in as a Building Inspector I, and/or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Computer Skills:

Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks and the ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Certifications & Licenses:

Valid State of Idaho Class D Driver's License.

Building Inspector I: International Code Council (ICC) certification as a Residential Building Inspector.

Building Inspector II: International Code Council (ICC) certifications as a Residential Building Inspector and a Commercial Building Inspector.

PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs./day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs./day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	F	11-12 lbs	O
Sit	O	21-50 lbs	N
Manually Manipulate	O	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	F	Push/Pull	
Crawl	F	12 lbs or less	F
Squat or Kneel	F	13-25 lbs	O
Bend	F	26-40 lbs	N
Grasp	O	41-100 lbs	N
Speak	C		

WORK ENVIRONMENT

The principal duties of the class are performed in a general office environment with potential personal hazards.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

FINGER DEXTERITY: Sufficient finger or manual dexterity with or without reasonable accommodation to enable the employee to operate a personal computer, telephone, related office equipment and maintenance equipment.

SPEECH: Sufficient clarity of speech or other communication ability with or without reasonable accommodation to enable the employee to communicate effectively and convey detailed or important instructions or ideas accurately, loudly or quickly.

HEARING: Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information.

VISUAL ABILITIES: Sufficient visual acuity or other power of observation with or without reasonable accommodation to enable the employee to determine the accuracy, neatness and thoroughness of the work assigned; to review a wide variety of materials in electronic or hard copy form and perform activities such as viewing a computer terminal; visual inspection involving small defects, small parts, and/or operation of machines (including inspection).

PHYSICAL STRENGTH AND PERSONAL MOBILITY:

Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enables the employee to function within a general office environment and to inspect public properties and work in a variety of terrains and weather conditions.

Light work. Exerts up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently.

Prepared by: Patrick Sullivan Date: 06-03-2019

Approval Signature: _____ Date: _____

Approval: _____ Date: _____