

## **POSITION DESCRIPTION**

Title: Building Inspector I

Department: Building Inspection

Job Analysis: January 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Building Official

Subordinate Staff: None

Internal Contacts: Members of Building Inspection Department, County Commission, County Employees

External Contacts: Contractors, General Public

Status: Classified/Non-Exempt (309)

### **Job Summary**

Inspects buildings to ensure compliance with the International Building Codes and other building, construction codes and ordinances. Compliance is ordered when deficiencies or infractions are discovered. Explains and interprets codes, ordinances, etc., as requested.

### **Job Domain**

#### **A. On-Site Inspections**

1. Make inspections of old & new building structures, swimming pools, other structures to ensure that they meet approved plans, building, fire and other applicable codes and ordinances.
2. Require corrections to be made when deficiencies are discovered.
3. Assist builders and owners in determining how such corrections may be made to achieve code conformance.
4. Inspect dangerous/nuisance structures which may be subject to condemnation especially for fire and safety hazards.
5. Check sites of demolished buildings for compliance to county requirements.
6. Make assigned inspections of a residence including foundation, roof, chimneys, floors, walls, etc., prepare detailed report of findings.
7. Notify owners and tenants of violations in writing.

#### **B. Office Duties**

1. Consult with and advise persons concerning construction matters.

2. Explain and interpret codes, specifications, trade publications, etc., as required.
3. Review and study building codes, revisions, directives, etc.

#### C. Plan Review & Evaluation

1. Review plans for compliance with electrical, mechanical, plumbing and building codes, as needed.

#### D. Miscellaneous

1. Provide information on building requirements in the field, by telephone, and by email.
2. Perform area surveillance for non-permitted building construction.
3. Responsible for routine maintenance on county vehicle.
4. Make inspections on Mobile Homes including tie-down, electrical connection, sewer hookup, in compliance with applicable codes.

### **Knowledge, Skills, and Abilities**

1. Skills to communicate effectively at all levels with all persons involved in the building trades.
2. Math skills to compute square footage, cost of permits, electrical, mechanical, plumbing requirements.
3. Skills to communicate effectively with general public and various government agencies.
4. Reading skills to understand building codes, construction reports, plans, blueprints, etc.
5. Good knowledge of all types of building construction materials and methods and stages of construction.
6. Good knowledge of International Building codes, local building codes and related laws and ordinances.
7. Ability to read and interpret plans and compare them with construction in progress.
8. Ability to determine inspection priorities when appropriate.
9. Ability to establish and maintain effective working relationships with coworkers, builders, owners, contractors, and public.
10. Ability to suggest modifications which will bring structures into code compliance.
11. Ability to work independently and to make decisions requiring technical discretion and judgment.

### **Minimum Qualifications**

1. Must possess and maintain a valid driver's license.
2. Must be willing to travel throughout the County and on technical trips.
3. Must be certified as a Residential Building Inspector (B1) by the International Code Council within one (1) year of hire date.
4. Must also achieve one additional ICC residential certification (M1, P1, and E1) per year until all residential certifications are achieved.

**Note:** Certified Floodplain Manager (CFM) certification preferred. A CFM certification is equivalent to one ICC certification listed above.