



BUILDING INSPECTOR

Department:	Community Development	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, reviews plans and specifications, and inspects commercial and residential construction projects for compliance with all building, safety and construction codes and regulations, and with the approved building plans.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Inspects residential and commercial building construction and all building trades activities conducted under permits issued by the Town; assures construction activities are in compliance with all applicable codes, ordinances and regulations; inspects building, electrical, mechanical, and plumbing construction; approves work which conforms to Town codes and zoning regulations; requires corrections to be made when deficiencies are discovered; coordinates inspection work with other departments, agencies and utility providers.
- Reviews plans and specifications of projects to gain familiarity with the projects prior to inspection; performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations; notes deficiencies and deviations from plans; interprets regulations, and issues citations, notices of violation, stop work orders, and occupancy certificates within scope of authority.
- Maintains communications with developers and builders on commercial and residential construction and inspection projects; analyzes practices, identifies problems, and recommends improvements; maintains and updates inspection records, project documentation and Department files.
- Answers inquiries and assists customers with application process, compliance issues, permit review, code enforcement, and other Town standards and regulations; responds to requests for information; provides technical information and assistance to Town staff as authorized; provides assistance to the public within scope of authority; reviews and approves business license and permit applications; generates reports as required.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent; AND three year's building trades or inspection experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- International Code Council (ICC) Commercial & Residential Inspector certification is required within one year; Plans Examiner certification is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Principles and practices of the construction industry and building trades.
- Principles and practices of building, electrical, mechanical, and plumbing inspection.
- Building material specifications and product installation standards.
- ICC Building and Fire Codes, National Electric Code and related state and local statutes and regulations.
- Occupational hazards and safety precautions in construction areas.
- Geography, roads, and landmarks of Town and surrounding areas.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Applying technical knowledge of building trades work and using sound inspection methods to determine workmanship and materials quality, and detect deviations from plans, specifications and standard installation practices.
- Reading and interpreting building plans and specifications and applying Town codes and policies.
- Providing advice and consultation on construction methods and technical requirements.
- Analyzing situations accurately, making independent decisions while working in the field, and following established procedures.
- Interpreting and applying ordinances, regulations, and state and Federal laws.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

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. This classification involves work that requires:

- Work is performed in an office environment, and in internal and external environments with exposure to inclement weather
- Field work requires frequent visits to construction sites with possible safety hazards.
- Physical demands may include sitting for extended periods of time and typing, climbing, balancing, stooping, kneeling, crouching or crawling
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Occasionally lift, carry and move up to 50 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: *Non-Exempt*

Salary Range: 60