

## **CLINTON CITY BUILDING INSPECTOR I or II**

**Definition:** Under the direction of the Community Development Director (or designee) performs technical inspection work ensuring compliance with federal, state and municipal building, electrical, mechanical, plumbing, energy and other designated construction codes, along with zoning and other related ordinances.

**Essential Functions:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

**Tasks:**

Inspects residential, commercial and industrial buildings during various stages of construction and remodeling to ensure compliance with the applicable regulations and building codes; writes correction notices on work not in compliance with codes or plans, and re-inspects for compliance; checks plans for compliance with code requirements and discrepancies after a building permit is issued; reviews and studies codes and ordinance changes.

Inspects existing buildings for changes of use or occupancy for compliance with applicable codes and ordinances; coordinates inspection activities with other City departments; confers with architects, engineers, contractors, builders and the general public in the field and office and assists them in altering construction plans to meet established codes and standards; issues building, electrical, mechanical, and plumbing permits for work to be performed; issues notices to comply on violations and maintains a history file. Investigates and resolves complaints received by the department from the public concerning alleged code violation. Must have an understanding of how to judge when issues or field problems need to be reviewed by the Building Official or when assistance may be needed from other City personnel. Must be comfortable in understanding the limits of authority and be able to make responsible decisions and know when to defer decisions to the appropriate level.

Explains and interprets code requirements and restrictions; maintains files of inspections, approved plans and permits, reviews files for inactive, revoked or expired permits and code violations; initiates action to correct code violations; answers questions and provides information about construction site inspections and code regulations; reviews new materials and methods used in building construction; learns to apply new codes and other building inspection regulations.

May also function as the City buildings repair and maintenance specialist. Including performing minor repairs and maintenance as needed and/or overseeing the needed work by service and contracted providers. Works with other City departments to assess City building repair/up keep/maintenance needs.

**Knowledge, Skills, and Other Characteristics:**

**Knowledge** of the principles and techniques of building inspection work.

**Knowledge** of pertinent federal, state and local laws, codes and regulations.

**Knowledge** of City codes and policies regarding zoning, environmental matters and other regulations.

**Knowledge** of HVAC, building utilities, basic building repairs/construction.

**Skill** in reading and interpreting building plans, specifications and codes.

**Skill** in determining if construction systems conform to City code requirements.

**Skill** in establishing and maintaining effective working relationships with management, contractors, other city employees and the general public.

**Skill** in communicating clearly and concisely, both orally and in writing.

**Qualifications:**

Education and Experience:

Graduation from high school or GED, plus two years of specialized training in residential building methods and practices provided through technical college, professional workshops or university studies; AND for:

*Building Inspector I* – two years of responsible experience performing above or related duties or in being directly involved in the building trades. Must be I.C.C. Certified Combination Residential Inspector.

*Building Inspector II* - four years of responsible experience performing above or related duties or in being directly involved in the building trades. Must be I.C.C. Certified Combination Commercial and Residential Inspector.

**Work Environment:**

Tasks require a variety of physical activities. Physical activity and demands related to walking, standing, stooping, climbing, sitting and reaching. Talking, hearing and seeing or other effective communication is essential to the job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions. Frequent travel required in course of performing portions of job functions.