

## **BUILDING INSPECTOR I, II, III, IV (Exempt)**

**JOB SUMMARY:** Under general supervision, the Building Inspector performs rule specific inspection activities in the review of plans and inspections of new building projects, alterations and repairs, to enforce a variety of codes, ordinances and established standards to achieve compliance, and to perform other duties and responsibilities as required. This is a full-time position working Monday through Friday, 8:00am to 5:00pm, at City Hall. This position reports to the Assistant City Manager.

### **MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Identify and enforce a variety of codes, ordinances and standards violations for conformance with plans and specifications.
- Inspect workmanship and materials in building construction projects for conformance with plans and specifications.
- Work with diagrams, specifications, plans and similar documents.
- Read and interpret building construction and engineering plan specifications and codes.
- Confer with architects, engineers, contractors, builders, homeowners, tenants and the general public in the field and office; explain and interpret requirements and restrictions, keep records and prepare reports as necessary.
- Perform basic plan review, issue permits and fee calculations.
- Identify illegal construction activity and issue violation notices.
- Perform other inspections and activities as assigned related to departmental function.
- Assist other city employees with general departmental functions.
- Must handle sensitive information with the highest degree of integrity and confidentiality.
- Ability to juggle multiple projects with superb accuracy.
- Exceptional customer service skills, over the phone and in person, with our citizens, contractors and internal departments.

### **ADDITIONAL RESPONSIBILITIES/ACTIVITIES:**

- Possess a working knowledge of methods, practices and materials used in construction work.
- Possess a working knowledge of proper inspection techniques to examine workmanship and materials.
- Possess a working knowledge of codes, ordinances and policies applicable to inspection discipline(s).
- Ability to read and write the English language at a level of proficiency necessary for effective job performance.
- Ability to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials.
- Ability to recognize correct installations of building systems and detect defects and faults in construction workmanship and materials.
- Ability to read and interpret building construction and engineering plans, specifications and codes in order to detect deviations from plans and regulations.
- Ability to understand diagrams, specifications, plans and similar documents at a level necessary for efficient job performance.
- Ability to establish and maintain effective working relationships with staff, engineers, architects, contractors, tenants, owners and the public.
- Ability to be customer service oriented, providing service to all customers with a professional and sincere attitude.
- Ability to anticipate issues and seek resolution through various resources.
- Ability to operate a motor vehicle; possess valid Oklahoma license.
- Ability to operate a personal computer and other electronic equipment.
- Ability to occasionally work after hours, weekends and holidays, during emergency situations, as required.
- Ability to operate personal computer. Knowledge of Microsoft Office software systems. Ability to learn and operate specialized computer software systems related to departmental functions.
- Self-motivated. Willingness to perform duties in a team environment with city employees, citizen groups, affiliated organizations, and other governmental entities.
- Demonstrate professionalism at all times.

- Perform other related duties as requested.

#### **PHYSICAL QUALIFICATIONS:**

- Lift, carry and push tools, equipment, supplies and plans weighing up to 50 pounds.
- Work within confined spaces requiring reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching; climb ladders and work around power and noise producing equipment.
- Work in all weather conditions, including wet, hot, cold and windy.
- Access construction areas within construction sites.
- Work on uneven work surfaces, trenches, slopes, roof structures, framing and other conditions found in a construction environment

#### **MINIMUM AND PREFERRED REQUIREMENTS:**

- High School diploma or GED required.
- Completion of twenty-one (21) units of college level courses in building inspection, construction or other related areas, preferred.
- Experience performing building inspection work within one or more inspection disciplines for a municipal or county government agency.
- Journey level experience in the building construction field as a plumber, electrician, carpenter, roofer or closely related field, within the discipline(s) applied, preferred.
- Possession of either a Building Inspector or Plans Examiner certification by the I.C.C. or other approved certifying organization preferred.
- Ability to receive certification from an approved certifying organization in their specific work discipline(s) and obtain recognition of competency within six (6) months of hire date.

#### **WORKING ENVIRONMENT**

The duties of the Building Inspector position will be performed both indoors and outdoors, and may be exposed to inclement weather. The employee may also come in contact with hazards associated with field operations including but not limited to, heat, cold, rain, snow, poisonous plants and silica dust.

**Physical:** Primary functions require sufficient physical ability to work indoors/outdoors and operate related equipment. Continuous standing, with upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist. Frequent squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals. Frequent lifting of 50 pounds while working in adverse conditions (cramped spaces, fluctuating outside temperature and weather, and at times a wet environment).

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.