



Building Inspector/Plans Examiner

Department: Development Services

SUMMARY: Performs a variety of complex building inspection work in securing compliance with municipal building codes, zoning and other related ordinances. Assists contractors, other City staff and the general public with a basic understanding of building and City codes.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Inspect and review industrial, commercial, and residential building plans to verify compliance with approved construction plans, building and zoning codes and other applicable, City, State and federal codes and ordinances.

Inspect industrial, commercial and residential buildings during various stages of construction and remodeling.

Respond to customer questions and provide information about construction site inspection and code regulations.

Verify construction for compliance with plans, code requirements and discrepancies after permit is issued.

Issue Certificates of Occupancy for completed buildings that meet code(s).

Inspect existing buildings for change of use or occupancy for compliance with applicable codes and ordinances; inspect damaged or dilapidated buildings for safety.

Conduct inspection on fire damaged buildings, determines extent of damage, safety factors and necessary permits required for building, and prepare and file reports.

Inspect buildings being moved within or into the City for compliance with all codes, inspect buildings being demolished to protect adjacent property and the public; inspect foundations, concrete, steel, masonry, wood construction, framing, plastering, plumbing, heating and electrical installations and a large variety of other complex and routine building system elements.

Issue notice to comply on violations, inputs data history into City databases for possible legal action, note required corrections where necessary during plan review.

Review files for inactive, revoked, or expired permits; initiate action against expired permits or to correct code violations.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City, State, Federal and Department laws, procedures, policies and guidelines; City Code; Building Codes.

Building construction methods and materials

Basic principles of structural design and engineering mathematics.

Skill in:

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely; following instructions.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software; functioning standard office equipment.

Interpreting and applying laws, ordinances, codes and regulations.

Reading and interpreting maps, plats and building and construction plans.

MINIMUM QUALIFICATIONS:

Must possess a High School diploma or GED, and four (4) years paid fulltime experience in engineering, architecture, building inspection, planning, building trades or related field; OR an equivalent combination of education and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

ICC certification as a building inspector or plans examiner.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed outdoors and various types of buildings. May require frequent standing, walking, bending, stooping, sitting and operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. Operation of a vehicle is required.

Adopted: Aug, 2003

Formerly: Building Inspector/ Plans Examiner I

Revised: Nov, 2005; Apr, 2006; Aug, 2011; Nov, 2014; April 2015