



CITY OF JOHNSTON
invites applications for the position of:

Building Inspector I or II

SALARY:	\$25.53 -\$32.52 Hourly
OPENING DATE:	09/09/21
CLOSING DATE:	10/08/21 05:00 PM

DESCRIPTION:

The City of Johnston is accepting applications for the position of **Building Inspector I or II** with the Building Department.

Please note the requirements for Grade I versus Grade II.

Under general supervision of the Building Official, inspects existing, remodeled or new building construction for compliance with the City's building code; investigates and enforces zoning, sign, fire prevention, erosion and sediment control, nuisance and related regulations; performs related work as required.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews building plans, permits and applications for compliance with the controlling code and/or ordinance requirements.
- Makes site inspections during construction in progress and upon completion to ensure compliance with code requirements; visually examines all areas to determine compliance with heating, lighting, plumbing, space and related requirements; and investigates public complaints regarding nuisance, hazardous and/or illegal conditions; inspects premises for overall cleanliness, adequate disposal of trash, rubbish and signs of vermin infestation.
- Provides appropriate information to contractors, architects, engineers, builders, homeowners, landlords and others regarding building codes and regulations.
- Conducts quarterly site inspections as required by the city's MS4 permit; meets with developers, contractors and property owners to review Stormwater Pollution Prevention Plans (SWPPP) and related documents to ensure compliance and communicates findings to the appropriate city representative when enforcement action is required.
- Investigates and reports on zoning, sign, nuisance and related regulations and secures enforcement through follow-up action.
- Investigates public complaints regarding nuisance, hazardous and/or illegal conditions; inspects premises, contacts property owners and causes remedial actions to be taken; and documents action taken.
- Makes decisions on complex or controversial problems related to field inspection activities.
- Drives to and from inspection sites as needed.
- Continually works toward the most effective and efficient methods of conducting inspections and enforcing codes while emphasizing optimum customer service.

- Provides information to the public concerning zoning regulations and yard requirements and the building code; provide information and maps to appraisers and lending institutions; answer phone calls from contractors, developers and the public.
- Maintains files and records of permits, plan reviews, inspections, and correspondence including certificates of occupancy and payment receipts.
- Performs other duties and responsibilities as assigned.
- Regular work attendance is required.

TYPICAL QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Possess a valid State of Iowa Motor Vehicle operator's license. Graduation from high school or GED.

GRADE I:

Possession of certification by the International Code Council (ICC) as a Combination Residential Inspector or ability to obtain such within 18 months of hire. One year of building inspection experience or equivalent experience in a building trade.

GRADE II:

Five years of building inspection experience or equivalent experience in a building trade. Possession of certification by the International Code Council (ICC) as a Combination Residential Inspector. Possession of certification by the International Code Council (ICC) as a Combination Commercial Inspector is required to be obtained within 18 months of hire.

Skills:

- Ability to take initiative.
- Ability to work efficiently with limited direct supervision.
- Ability to review and interpret building plans, site plans, specifications, and blueprints quickly and accurately and compare them with construction in progress.
- Effective oral and written communication skills.
- Effective interpersonal communication skills.
- Ability to problem-solve.
- Basic mathematical skills.
- Ability to concentrate in a diverse work setting.
- Sound judgment and decision-making abilities.
- Ability to prioritize and manage time
- Ability to establish and maintain working relationships with builders, contractors and the public.
- Ability to operate a personal computer and general office equipment including telephone, copier, printer, and facsimile.

Knowledge:

- Knowledge of construction processes in order to detect potential violations and deviations from established regulations
- Proficiency with personal computer and standardized and customized software applications.
- General knowledge of tools and equipment including electronic equipment, heavy equipment, emergency equipment and hand and power tools.

Working Conditions:

- Periodically lifting of heavy objects weighing up to 100 pounds and carrying for short distances.

- Climbing and walking over uneven terrain.
- Required to work in adverse weather conditions.
- Ability to speak clearly at normal rate of conversation.
- Ability to kneel, squat, and walk.
- Ability to climb up and down ladders and stairs.

SUPPLEMENTAL INFORMATION:

The City of Johnston is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

APPLICATIONS MUST BE FILED ONLINE AT:

<http://www.cityofjohnston.com/jobs>

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PO Box 410
Johnston, IA 50131
515.278.2344

careers@cityofjohnston.com