

POSITION: BUILDING INSPECTOR

FLSA CLASSIFICATION: NON-EXEMPT

FACILITY AND WORK AREA: CITY OF PLEASANT HILL ADMINISTRATIVE OFFICES AND OTHER LOCATIONS GENERALLY WITHIN THE CITY OF PLEASANT HILL

JOB SUMMARY

Under general supervision of the building official, performs work relating to building inspection, nuisance abatement, and zoning enforcement duties. Works with building department co-workers to accomplish various assignments and activities. Knowledge of residential and commercial building techniques and codes is required. Performs a variety of routine and complex technical work to ensure that building, plumbing, mechanical, electrical, energy conservation, and other codes and standards are met. Responsible for performing zoning enforcement and building inspection activities. Performs other duties as required.

REQUIRED DUTIES:

1. Compiles information and completes required reports. Corresponds with regulatory agencies and others as necessary.
2. Attends meetings and various seminars relating to building and zoning inspection.
3. Inspects all phases of public and private building construction and improvement work to assure the appropriate construction is completed in compliance with the zoning classification, plans, standards, specifications, special requirements, codes and regulations. Issues correction notices or approvals as required.
4. Periodically inspects to monitor for violations of local codes. Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, hazardous conditions, construction, land use, zoning, clearing, grading, filling, polluting, or other code-related matters. Initiates communications and enforcement actions in order to achieve corrective action.
5. Provides information and responds to inquiries from contractors, developers, property owners, staff, and the general public.
6. Maintains a variety of logs and records related to work assignments and inspection activities.
7. Performs activities under strict deadlines and other time pressures.
8. Explains and provides guidance regarding applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.
9. When needed, operates snow removal equipment, plows, sanders, snow blowers, and may manually remove snow using a shovel as needed.

Other Job Duties:

1. Provides forms and copies of various documents.
2. Responds to public or other inquiries and concerns relative to city policies and procedures.
3. Assists other city departments as directed.

4. Performs other duties as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, fingering, talking, hearing, repetitive motions.

Physical Characteristics of the Job: Moderate work requiring exertion of up to fifty pounds of force occasionally and exertion of up to twenty-five pounds of force frequently.

Environmental Characteristics: The work is performed both inside and outside which includes seasonal exposure to cold and heat. The worker is also exposed to darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical, chemical, electrical, fire, and traffic hazards, and bodily injury. Also, the work may expose the employee to unpleasant social situations, and require the employee to work irregular hours.

EQUIPMENT AND MATERIALS USED

Mobile radio, typewriter, photocopier, telephone, car/light truck, fax machine, dictionary, City of Pleasant Hill Code of Ordinances, Code of Iowa, Uniform Traffic Code, International Building Code, Fire, Electrical, and Plumbing Codes, transit, level, metal detecting device, computer hardware and software, calculator, extension cords, ladders, measuring equipment, personal computer, computer network, computer printer, DNR rules, personnel policies, telephone, photographic equipment, and copier machine.

EMPLOYMENT STANDARDS

Required Knowledge, Skills, and Abilities:

- Ability to use logical or scientific thinking to solve problems with several concrete or abstract variables.
- Ability to perform arithmetic, algebraic, and geometric calculations.
- Ability to compose original correspondence. Ability to understand technical manuals and data.
- Ability to establish and maintain an effective working relationship with superiors, co-workers, and the public.
- Thorough knowledge of materials and methods used in building construction; knowledge of construction processes and the stages at which potential violations may be most readily observed and corrected.
- Thorough knowledge of applicable building and zoning codes, laws, and ordinances.
- Ability to detect structural deviations and other faults from established regulations. Ability to recommend modifications that will bring structures into code conformance.
- Ability to read and interpret plans, specification and blueprints accurately and to compare them with construction progress.
- Ability to operate a personal computer using various software programs for word processing, permits, and zoning enforcement operations.

Education, Training, and Experience:

Required Education: High school diploma.

Preferred Education: Two years of college education in a field dealing with the building trade.

Experience Required: At least four years of responsible experience in construction, or a combination of training and experience which provides the required knowledge, skills, and abilities.

Required Special Qualifications:

1. Shall possess or be able to obtain a valid Iowa driver's license and have a good driving record for the past three years.
2. Shall possess, or obtain and maintain, within six (6) months from the date of hire, certification as a residential electrical inspector.
3. Shall possess, or obtain and maintain, within twelve (12) months from the date of hire, certification as a commercial electrical inspector.

The City of Pleasant Hill retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.