



**BUILDING INSPECTOR II**  
DEPARTMENT: COMMUNITY DEVELOPMENT

REVISION DATE:  
June 2021

BARGAINING UNIT:  
**NONE**

PAY MATRIX:  
**LEVEL 18**

FLSA CLASS:  
**NON-EXEMPT**

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REPORTS TO: **BUILDING OFFICIAL**

DIRECT REPORTS: **NONE**

POSITION SUMMARY:

**Under the general supervision of the Building Official; oversee and coordinate the enforcement of applicable regulations relating to building, electrical, plumbing, fire, and mechanical codes. Assist with enforcement of local, state and nationally mandated codes and practices. Direct and coordinate the city's safety inspection.**

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ESSENTIAL FUNCTIONS:

- **Inspect all new construction and remodeling for which a permit is required to determine compliance with applicable zoning, building, mechanical, electrical, and plumbing ordinances, codes, and regulations and initiates correction action as authorized by city ordinance.**
- **Interact and assist the public by answering inquiries or explaining procedures relating to city permits, codes, inspections and nuisances, to resolve needs or complaints.**
- **Review assigned construction plans and engineering calculations for structural, mechanical and architectural components to ensure compliance with all applicable codes and recommend methods of compliance to meet the intent of each related item.**
- **Maintain accurate records of all inspections and correspondence including, but not limited to, construction permits, property activity, code violations, and contractor licensing and schedule appointments as required.**

PERIODIC JOB DUTIES:

- **May be reassigned to assist in other areas within the City of Altoona.**
  - **May perform other duties as assigned.**
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TYPICAL QUALIFICATIONS:

- **Education – High school diploma or GED equivalent**
- **Experience – Five (5) years in building trades, inspection and code enforcement work, or combination thereof.**

SKILLS:

- **Ability to take initiative and work efficiently.**
- **Ability to work independently with intermittent direct supervision.**
- **Excellent oral and interpersonal communication and listening skills including, but not limited to: tact, diplomacy and professionalism when dealing with members of the public and staff.**
- **Effective written communication skills.**
- **Problem-solving ability appropriate to the work activities.**

- Ability to read and interpret construction plans, specifications and applicable technical codes and ordinances.
- Ability to conduct combination inspections.
- Accurate mathematical skills and to utilize dimensions on plans to calculate permit cost, building area, various code applications and related information.
- Ability to operator a personal computer using various software programs for word processing, permits, and zoning enforcement operations.
- Ability to concentrate in a diverse work setting.
- Maintain confidentiality.
- Ability to climb up to rooftops, crawlspaces, etc. in order to perform a complete inspection.
- Perform job functions adhering to safety guidelines and policies set for by the administration and/or supervisor.

**KNOWLEDGE:**

- Knowledge of International Building Code, International Residential Code, National Electric Code, International or Uniform Plumbing Code, International Mechanical Code and/or International Fuel Gas Code.
- Knowledge of general construction practices and equipment.
- Knowledge of office equipment, including telephone, photocopier, laser printers, personal computers, etc.

**WORKING CONDITIONS:**

- Combination normal office environment outside working conditions.
- Ability to lift, carry, push and pull up to fifty (50) pounds.
- Frequent climbing, balancing, stooping, kneeling, and crouching,
- Intermittent crawling and reaching in tight spaces.
- Moderate exposure to inclement weather.

**REQUIRED SPECIAL QUALIFICATIONS:**

- Valid Iowa Driver's license
- Certified as a Residential and Commercial Building Inspector, Residential and Commercial Electrical Inspector, and commercial certification in at least two (2) other areas of enforcement: accessibility, electrical, energy, fire, mechanical, or plumbing. Certifications may be obtained within twelve (12) months of employment through a nationally recognized agency and approved by the Building Official.
- Periodically called during off-hours to respond to citizen and construction related inquiries.
- Must be insurable.

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***The City of Altoona 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.***



**CITY OF ALTOONA, IOWA**  
Invites applications for the position of:  
**Building Inspector II &/OR Plans Examiner**

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**SALARY RANGE:** \$33.55 - \$49.44 (\$69,784.00 - \$102,835.20)

**OPENING DATE:** 7-22-2022

**CLOSING DATE:** 8-19-2022

**INFORMATION:**

The City of Altoona is accepting applications for Building Inspector I, II and/or Plans Examiner at the Altoona Building Department.

Interested candidates need to complete a City of Altoona employment application and resume.

All candidate communication will be sent via email to the email address on the application. No communication or notices will be sent via postal mail. Applications must be submitted by the application deadline. **NOTE: please be sure the all digitally submitted completed forms are accessible as .pdf or word document.**

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

Primary Function is to oversee and coordinate the enforcement of applicable regulations relating to building, electrical, plumbing, fire, and mechanical codes. Assist with enforcement of local, state, and nationally mandated codes and practices.

**ENTRY REQUIREMENT AND SKILLS:**

Candidates must possess a high school diploma or G.E.D (*BUILDING INSPECTOR II*) five (5) years in building trades or inspection/code enforcement work

*BUILDING INSPECTOR II* - Candidates must be certified as a Commercial Building Inspector, Residential and Commercial Electrical Inspector, and commercial certification in at least one (1) other areas of enforcement: accessibility, electrical, energy, fire, mechanical, or plumbing. Certifications may be obtained within twelve (12) months of employment through a nationally recognized agency and approved by the Building Official.

*PLANS EXAMINER* - Candidates must be certified as a Residential and Commercial Building Inspector, Residential and Commercial Electrical Inspector, Building Plans Examiner, and certification as a commercial plans examiner in at least two (2) other trades: accessibility, electrical, energy, fire, mechanical, or plumbing. Certifications may be obtained within twelve (12) months of employment through a nationally recognized agency and approved by the Building Official.

Candidates must hold a valid Iowa Driver's license. Candidates MUST have strong customer services skills.

Post offer employment physical and drug screen required.

**HOW TO APPLY:**

Applicants should complete and submit a city application available at <https://www.altoona-iowa.com/i-want-to/find-job-openings/> AND submit a resume specifying interest to Amy Hill via email ([humanresources@altoona-iowa.com](mailto:humanresources@altoona-iowa.com)) or fax (515-967-0842) or deliver/mail to City of Altoona, Attention: Amy Hill, 900 Venbury Dr., Suite A, Altoona Iowa, 50009. Please include current mailing address, phone number(s), and e-mail address. All correspondence from the City of Altoona in regards to this position will be conducted through the email you provide.

**Equal Opportunity Employer**