

City of Valley Grande
Job Description
Building Inspector
Classification: Part-time

Job Title: Building Inspector I

Classification: Part-time/Contract Labor

SUMMARY DESCRIPTION

Performs technical building inspection and plans examining work to enforce compliance with building codes, regulations and ordinances; researches new construction materials and methods; and provides information to and works with the public to resolve problems.

REPRESENTATIVE DUTIES

1. Inspect commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.
2. Examine plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
3. Inspect existing buildings and premises for change of use, occupancy, and compliance with applicable codes and ordinances.
4. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, routine plumbing, heating and electrical installations and a large variety of other complex and routine building system elements.
5. Issue notices to comply on violations; maintain records of history of facts for possible legal actions.
6. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret building requirements and restrictions.
7. Log, route, track, and process all incoming plans; respond to code and related questions in person and on the phone.
8. Maintain files and reports regarding inspection and plan check activities and findings
9. Attend and participate in meetings; stay abreast of new trends and innovations in the field of building inspection and plans examination.
10. Be available for on-site field inspection questions.
11. Perform related duties as required.

QUALIFICATIONS

High School diploma or GED

Valid Driver's License

Knowledge of:

Building-related codes and ordinances enforced by the City, including the uniform building, electrical, plumbing, HVAC and mechanical codes.

General zoning and land use laws.

General grading practices.

Codes and ordinances related to disabled and public access.

Principles and techniques of building inspection and plans examining work.

Principles of structural design and engineering mathematics.

Major types of building construction, materials and methods.

Accepted safety standards and methods of building construction for commercial and residential buildings.

Pertinent federal, state, and local laws, codes and regulations.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Read and interpret complex building plans, specifications and building codes.

Determine if construction systems conform to City Code requirements.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

Make mathematical computations rapidly and accurately.

Enforce necessary regulations with firmness and tact.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.