



# Valley County Job Description

## ***Building Inspector***

**Department: Building Department**

**Reports to: Building Official**

**Pay Grade: 9**

**Date Established: 1/2019**

**Date Revised:**

**FLSA Status: Non-Exempt**

### **SUMMARY**

Conducts inspections of building and development projects to ensure compliance with applicable codes. Latitude is allowed for independent judgment and initiative.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Examines plans and specifications for permitted residential and commercial construction;
- Inspects buildings at different stages of construction to determine compliance with building codes;
- Interacts with contractors and sub-contractors at building sites;
- Completes inspection reports and enters data into computer;
- Assists the public with questions pertaining to the building department;
- Responds to questions and comments in a courteous and timely manner;
- Posts notices at job sites;
- Updates and maintains records of field inspections;
- Coordinates with State inspectors, engineers, officials, and agencies;
- Investigates complaints of violations of County building regulations;
- Must be able to develop and maintain working relationships with the public, fellow employees, and supervisors;
- Must be reliable and arrive to work on time.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices;
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- High school diploma or equivalent;
- Current residential building inspector certification preferred;
- Valid Driver's License;
- Technical School or other advanced training in construction or construction management is preferred;
- Experience in construction trades, construction management, or building inspection is preferred;
- Ability to obtain residential building inspector certification within 9 months of employment and a commercial certification with 2 years;
- Ability to maintain certification by acquiring required continuing education credits.

- Knowledge of principles and standard practices related to building construction and inspection;
- Knowledge of County, State, and all other applicable building and construction;
- Familiarity with standard practices and procedures for field inspections;
- Understanding of County building permit and fee schedule;
- Ability to operate standard office equipment, including a personal computer and job-related software applications;
- Strong customer service skills;
- Ability to read maps, plans, building specifications, labels, tags, and codes ;
- Ability to read, explain and apply laws, resolutions, ordinances, and codes;
- Ability to prepare, review, and maintain records;
- Ability to detect and suggest corrections in an on-site inspection;
- Must be able to operate a motor vehicle;
- Must be able to communicate effectively with others;
- Ability to listen for understanding.
- Strong verbal and written communication skills ;
- Ability to work independently and exercise initiative, with general guidance and supervision;
- Ability to use good judgment to make sound and reasonable decisions;
- Must be able to maintain a professional demeanor at all times;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Must demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Performs all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public;

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the position. The position requires climbing ladders, working in crawl spaces and other confined areas, maneuvering on uneven terrain, and working at varying building heights. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this position includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. While performing the duties of this classification, the employee works in an office setting and construction field sites where the noise level in the work environment is usually moderate with occasional loud construction noise.