



## JOB DESCRIPTION

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**JOB TITLE:** Building Inspector Trainee

**JOB CODE:** 1360

**DEPARTMENT:** Community Development - Building

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Building Official

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### SUMMARY OF JOB PURPOSE

Assists with the inspection of buildings and structures in all stages of construction, alteration, and repair to assure compliance with applicable state and local regulations; assists in the review of building plans and specifications; enforces building, plumbing, electrical and safety codes, laws, regulations, and standards.

### ESSENTIAL FUNCTIONS

1. Assists in the inspection of residential and commercial building construction, and plumbing and electrical installations being constructed, altered, repaired or demolished; assures compliance with applicable codes, ordinances and regulations.
2. Performs field inspections assistance in the evaluation of the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations.
3. Notes deficiencies and deviations from plans; issues notices of code violations and/or may confer with the County Building Official on more serious problems and disagreements.
4. Reviews plans and specifications of projects to gain familiarity with the projects prior to inspection; interprets County codes, and issues citations, notices of violation, occupancy certificates, and work stop orders.
5. Interprets and explains to contractors, developers, engineers, architects, property owners, and others applicable building code requirements and alternatives, county code, procedures, and policies; maintains communications with developers and builders on commercial and residential building inspection projects; analyzes practices and recommends improvements.
6. Assists with the maintenance of records regarding inspections, project documentation, and coordinates inspection work with other county departments and public and private utility agencies to ensure final approvals from all government agencies involved in a project's final acceptance; completes required daily logs and reports.
7. Performs safety and structural evaluations of buildings following disasters and complaints; responds to requests for information; provides technical information to County staff as authorized; provides assistance to the public within scope of authority.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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#### **EDUCATION and/or EXPERIENCE**

High School Diploma, or equivalent, and three (3) year's experience in building trades, construction or inspections, or code enforcement; or an equivalent combination of education and experience; Bachelor's Degree in Architecture, Engineering, Business Administration, or other related field is desirable.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry to practical situations.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of methods, materials and equipment used in building projects; principles and practices of building inspection and plan review; building material specifications and product installation standards; building construction methods and materials; applicable laws, standards and regulations relating to building inspection and safety; occupational hazards and safety precautions in construction areas; County policies and procedures.

Ability to use initiative and independent judgment within established procedural guidelines; perform building inspections for compliance with building and safety codes; detect deviations from plans, regulations, and standard construction practices; provide advice and consultation on standard construction methods and requirements; read and interpret building plans, specifications, blueprints and compare them with construction in progress; detect and locate faulty materials and workmanship, and suggest appropriate remedies; prioritize multiple tasks, projects and demands; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in applying technical knowledge of building trades work, and using sound inspection methods to determine workmanship and materials quality, and detect deviations from plans, specifications and standard installation practices; establishing and maintaining effective working relations with co-workers, contractors and others contact in course of the work; beginning to intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record; International Conference of Building Officials (ICBO)/International Code Council (ICC) certifications as Building Inspector, Electrical Inspector,

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Plumbing Inspector, Mechanical Inspector, Combination Inspector, or Building Plans Examiner are required.

#### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

Work is performed at construction sites in outside environments with exposure to inclement weather; may be exposed to frequent bending, kneeling and lifting; may be exposed to dangerous machinery and heavy equipment; the noise level in the work environment may be loud.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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