

City of Caldwell

Class Specification

Class Title	BUILDING INSPECTOR I
Class Code Number	
FLSA Designation	Covered
Pay Class	Grade 10
Effective Date	April 2013

General Statement of Duties

Performs skilled inspection work for compliance with the International Residential and Mechanical Code, municipal ordinances and regulations governing new or existing building, mechanical, and plumbing or electrical installations; performs related work as required.

Classification Summary

The principal function of an employee in this class is to inspect new and existing residential properties for compliance with codes; to conduct the building, mechanical, and plumbing or electrical inspections and assist with the permit requirements for the City of Caldwell. The work is performed under the general direction and supervision of the Building Official; however, leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all City employees, business owners, contractors, and the public. The principal duties of this class are performed in an outdoor environment that may involve adverse weather conditions and working in cramped spaces, although some work is accomplished in a general office environment.

Examples of Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPOSIBILITIES

- Inspects building, mechanical, and plumbing or electrical installations and interprets plans for code compliance with applicable codes;
- Inspects residential buildings for defective code related issues;
- Posts corrections on code violations at installation sites;
- Checks applicable permits to assure that submittals are complete;
- Schedules inspections to provide the most efficient and productive methods;
- Issues orders for illegal construction activities to be stopped until compliance is met;
- Investigates complaints and recommends corrections;

- Inspects completed installations for workmanship and use of proper materials;
- Confers with supervisor on difficult enforcement problems;
- Answers questions and furnishes the public with appropriate information;
- Performs all work tasks and activities in accordance with City policies, procedures and safety practices;
- Responds to questions and provides explanations to contractors, property owners and the general public on code compliance and permit issues;
- Maintains records of permit and inspection activities and other related activities using the recording mechanisms and tools prescribed;
- Keeps immediate supervisor and others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities to help keep a positive work environment;
- Respects the opinions of others and maintains a positive and professional working relationship with employees, supervisors and others;
- Accepts and performs in a timely and effective manner work assignments and changes in work assignments and/or how work is performed;
- Assists other building department staff as needed.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of the methods and practices involved in performing building, mechanical, plumbing and electrical inspections of residential installations;
- Comprehensive knowledge of building practices and requirements for residential installations;
- Ability to interpret the International Building, Residential, Mechanical, Fuel Gas and Energy Codes, and related ordinances;
- Ability to detect defects in new and existing construction and to recommend their corrections;
- Ability to read and interpret plans and specifications accurately and compare them with construction in progress;
- Ability to plan, organize and manage inspections and related projects;
- Ability to observe and document requirement violations using prescribed systems;
- Ability to communicate effectively and establish and maintain working relationships with property owners, attorneys, contractors, developers, consultants, permit applicants and the public both orally and in writing, using both technical and non-technical language;

- Ability to establish and maintain exceptional customer service to the general public and City employees;
- Ability to work effectively and harmoniously in a team environment;
- Ability to prepare accurate and reliable reports containing regulation and ordinance interpretations, findings, conclusions and recommendations;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to be tactful, composed and diplomatic in high stress situations;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks, i.e. Accela, Microsoft applications: Outlook, Word, and Excel;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. Must be detailed oriented and possess good organizational skills;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to perform all work duties and activities in accordance with City policies, procedures and safety practices;
- Possess integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or GED, supplemented by specialized education in Building Inspection Technology; and
- One (1) year experience as a building and mechanical inspector; and
- Possession of a Journeyman Plumbing or Electrical License; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a current and valid driver's license.
- Possession of an I.C.C. Residential Building Inspector Certificate and Residential Mechanical Inspector Certificate.
- Subject to a pre-employment drug test.
- Subject to a background check.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate

effectively.

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe construction practices and a wide variety of written and electronic materials and information.
- Sufficient memory retention and concentration, with or without reasonable accommodation, which permits the employee to multi-task and focus on details;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computerized equipment, including mobile computing equipment, and handle construction tools used in the building construction trade.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move freely at construction sites and conduct on-site inspections of construction activities, including climbing ladders, working in small confined spaces and maneuvering in trenches and rough terrain.