



Chief Building Inspector

Planning and Building Inspection

PBI/2

JOB SUMMARY

This position is responsible for directing the city's building inspection and permitting functions.

MAJOR DUTIES

- Coordinates and communicates with architects, engineers, developers, builders, contractors and homeowners on matters related to building code requirements and related federal, state, and local laws.
- Plans and conducts on-site inspections of mobile home set-ups and building construction to ensure compliance with applicable codes and with federal, state, and local laws regulations.
- Examines plans, plats, blueprints and specifications for construction, renovation, and alterations to ensure compliance with building codes, zoning, ordinances, flood plain ordinances, subdivision regulations, and ADA requirements.
- Remains informed of changes in code requirements.
- Develops, modifies, maintains, and implements Council approved building codes; reviews, analyzes, interprets, and implements proposed and approved code changes.
- Issues building permits and collects related fees.
- Prepares, reviews, and processes a variety of records and reports, including building permit reports, building inspection reports, fee collection reports, technical studies, contract specifications, building plans, building codes, invoices, etc.
- Manages the city floodplain ordinance; reads and interprets flood maps.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of federal, state, and city codes, ordinances, and regulations.
- Knowledge of building, mechanical, plumbing, electrical, and energy codes.

- Knowledge of building construction methods, materials, tools, and equipment.
- Knowledge of building inspection processes and procedures.
- Knowledge of local and state appeals processes.
- Knowledge of city and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in reading blueprints and construction documents.
- Skill in reviewing site plans and subdivision plats.
- Skill in maintaining files and records.
- Skill in conducting and documenting site, structural, energy, electrical, plumbing and mechanical inspections
- Skill in public relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Planning and Building Inspections Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include adopted building codes, ADA requirements, Flood Plain ordinances and guidelines, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and technical inspection and code enforcement duties. Strict regulations, combined with the unique nature of each case in question, contribute to the complexity of the work.
- The purpose of this position is to administer and enforce city building codes. Successful performance ensures compliance with all relevant building codes and ordinances.

CONTACTS

- Contacts are typically with co-workers, other city employees, architects and engineers, contractors, builders, bankers, attorneys, homeowners, business owners, and members of the general public.

- Contacts are typically to give or exchange information, resolve problems, motivate persons, and negotiate, defend, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, bending, crouching, stooping, or walking. The employee climbs ladders.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, machinery with moving parts, and irritating chemicals. Work requires the use of protective devices such masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Building Inspector (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted.