



City of Lindsay

EMPLOYMENT OPPORTUNITY
BUILDING INSPECTOR

Class Title: BUILDING INSPECTOR
Department: CITY SERVICES
Location: 150 N MIRAGE

GENERAL PURPOSE

Performs a variety of routine and complex technical work in building inspection work to insure that the Uniform Building Code and other required codes and standards are met.

SUPERVISION RECEIVED:

Works under the general supervision of the City Services Director.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Enforces building related codes, including Uniform Building Code, including Electrical, Mechanical, Plumbing Codes, all latest adopted editions. Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations.

Performs on-site inspections of footings, foundations, framing, electrical hookups, plumbing, mechanical systems, etc.

Examines general framing and structure of buildings to insure that it follows approved plans and practices as well as any and all national, regional or local building codes.

Maintains records of building and inspection activity, and completes related reports. Prepares and maintains reports as necessary regarding weekly, monthly or annual building activity; including number of permits issued, valuation of permits and permit fees collected. Issues certificates and permits as appropriate.

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.

Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

Coordinates sidewalk inspection, maintenance and enforcement programs.

Assists with inspections in public schools projects (sewer, water storm drain, street construction) as needed and as qualified.

PERIPHERAL DUTIES



City of Lindsay

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Performs a variety of office related functions, including maintaining departmental operating supplies, preparing permits, correspondence, maps presentation materials, brochures, answering phones and responding to inquiries from contractors, developers, property owners, staff and the general public.

May serve as a member of committees.

Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.

Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.

Assists the Board of Appeals as needed, and providing required information.

Review proposed subdivisions for code compliance.

Performs the duties of a plans examiner, or mechanical, plumbing or electrical inspector as needed and qualified.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a standard senior high school or GED equivalent, and
- (B) Four (4) years of experience in general construction and related fields, or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Thorough knowledge of Uniform Building and general construction codes, and a thorough knowledge of carpentry; Considerable knowledge in carpentry work, cement work, and skill in applying knowledge of national uniform building codes, zoning and land use applications.
- (B) Skill in the operation of the listed equipment.
- (C) Ability to work well with the public and with local contractors; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing;

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one by date of hire and maintain one at all times. One or more ICC building inspection certifications (residential - commercial, plan check as a minimum). Other certifications (masonry, structural masonry, CASP, fire system) are highly desirable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure.

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.



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Work is performed in office settings. Outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

Work hours are based on seasonal or operational conditions and are typically scheduled for 2 work days per week, or as workload requires. Flexible work hours or shifts are possible. Some weekend hours may be required.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; drug test and live scan background fingerprint and or other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

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