

Building Inspector / Code Compliance Officer

Salary Range: \$54,000 – \$70,000

- Conduct visual inspections of existing properties / businesses to ensure ordinance compliance.
- Conduct yearly inspections at existing businesses to ensure code & ordinance compliance
- Reviews and completes an inspection checklist of building code violations for life safety
- Re-inspects buildings prior to court proceedings to ascertain whether violations have been corrected
- Ensures that building owners possess proper permits for alterations to building structures
- Responds to complaints and inquiries regarding inspections, contractor licenses and permit
- Inspects construction projects to ensure structural and architectural components are in compliance with all building codes.
- Interprets and applies standards and regulations including ICC and RBC
- Effectively communicates findings to homeowners and contractors
- Coordinates with and assists other field inspectors
- Explains and clarifies code related problems with contractor field personnel
- Invests time in continued education
- Handle customer service issues for walk-ins that need clarification on code related issues
- Take inspections in assigned area and perform according to departmental standards
- Maintain awareness of new developments in the field of inspections; incorporate new developments as appropriate into programs
- Prepares inspection reports
- Issues Ordinance Complaint / Violation Citations for property maintenance violations
- Issues Ordinance Complaint / Violation Citations for Building Code violations
- Perform other duties and responsibilities as assigned

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit or smell. Must be able to drive. The employee must frequently 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 ability to adjust focus. Considerable time is spent in the field inspecting construction work sites and businesses, although some time is spent in the office. Inspection sites can be dirty, cluttered with tools, materials or debris. Inspectors may have

to climb ladders or many flights of stairs, or crawl around in tight spaces. Inspectors must adhere to safety requirements at construction sites such as wearing hard hats and safety vests.

This job description is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.