

## Building Inspector

### City of Zion Class Specification

#### *Distinguishing Features of Work:*

Under direction, enforces provisions of the Building Code through on-site building inspections and review of building plans and specifications; provides interpretation of City's rules and regulations to involved parties.

#### *Illustrative Examples of Work:*

1. Performs visual inspections of new or existing buildings undergoing construction, alteration or major repairs to ensure procedures used conform to city adopted building codes, property maintenance codes and zoning regulations.
2. Performs visual inspections of condition of materials and equipment used in construction projects; inspects procedures utilized in installing materials and equipment.
3. Responds to inquiries and complaints from contractors, developers, realtors and the general public; receives telephone and over-the-counter requests for inspections and permits; disseminates information on regulations and procedures.
4. Conducts inspections of property owner/tenant complaints for residential and businesses.
5. Identifies code violations, notifying property owner of corrective action needed; appears in court for continued noncompliance of violations.
6. Identifies construction and repair procedures, which are in noncompliance with the Code and recommends corrective measures; issues "stop work" notices as warranted.
7. Prepares and maintains all required records, reports, and follow-ups of activities.
8. Provides general maintenance at City Hall as needed.
9. Attends and participates in workshops and training courses designed to improve technical competency and skills.
10. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

#### *Desirable Requirements:*

##### Education

Requires knowledge, skill and mental development equivalent to the completion of four years of high school.

## **Building Inspector**

### Experience

Requires two to four years of experience in property maintenance, zoning codes or law enforcement, or an equivalent combination of education and experience

Requires one year of practical experience in construction and/or building inspection.

Requires thorough knowledge of the City's building and property maintenance codes and zoning and subdivision regulations.

Requires working knowledge of general office procedures and practices.

Requires working knowledge of ICC Codes, National Electric Code and State Plumbing Code.

Requires working knowledge of the principles of building construction.

Requires working knowledge of the geography of the City.

Requires possession of a valid Vehicle Operator's License.

### Significant Responsibilities

Requires ability to objectively enforce building and zoning regulations.

Requires ability to respond to inquiries from the public, providing assistance and information.

Requires ability to detect violations and deviations from approved plans in the performance of field inspections.

Requires ability to write concise narrative reports for correction of violation observed on job site.

Requires ability to communicate effectively both verbally and in writing.

Requires ability to remain current of all pertinent changes or amendments to laws.

Requires ability to establish and maintain satisfactory working relationships with departmental employees, contractors, developers, property owners, and the general public.