

SENIOR BUILDING INSPECTOR

Department: Building & Capital Projects **Classification/Grade:** 24
Division: _____ **FLSA Status:** Non-Exempt
Reports to: Building & Capital Projects Dir **Date Approved:** _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

To perform building inspections on all buildings, structures, and additions within Mesquite with specific emphasis on commercial structures, using adopted Building Codes; input inspections and information into permitting system; and to meet with contractors and architects to discuss building plans.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Solely responsible for the inspections on building, plumbing, mechanical, electrical, and roofing installation for commercial structures.
3. Conducts inspections of construction or remodeling work under permit to enforce building and installation practices; makes final inspection to clear permit.
4. Participate in the development and coordination of departmental goals and objectives as well as policies and procedures necessary to provide assigned personnel services; recommend and assist in the development and implementation of modified systems, policies and procedures.
5. Inspect buildings and similar structures that are being constructed, altered, moved, or demolished to see that work being done complies with provisions of the building, plumbing, mechanical, electrical, and related codes and ordinances.
6. Determine that buildings and structures are being constructed in a safe manner in accordance with approved plans and specifications.
7. Inspect commercial sites and buildings before construction or alteration to determine practicability of plans, compliance and regulations and validity of permits.
8. Make inspections of existing commercial buildings for hazardous conditions, structural failures or the need for maintenance or repair.
9. Advise property owners, contractors and others on matters relevant to construction and repair methods and materials; interprets codes and regulations and explains inspection programs; investigates and resolves complaints and problems.
10. Attend various committee meetings in regard to the preparation and implementation of new Building Codes.
11. Provide telephone and counter assistance to builders, architects, and the general public regarding requirements of building codes and ordinances, with specific emphasis on commercial structures.
12. Maintain records and files of permits and inspections made.
13. Be dependable and meet acceptable attendance requirements at all times.
14. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Research for information as directed.
- C. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

Knowledge of:

- Building Codes, including Mechanical, Electrical, Plumbing, Building, ADA, and any other codes used by the City of Mesquite.
- Methods, practices, codes, ordinances, policies, and materials used in construction work applied to commercial structures.
- Basic principles and techniques of structural building inspection.
- Basic principles of structural design, engineering mathematics, and soil engineering.
- Building materials, accepted safety standards and modern methods of building construction.
- Permit issuance guidelines.

Ability to:

- Analyze, interpret, and check building plans and specifications for compliance to City codes and other applicable laws and for minor structural requirements.
- Recognize correct installation of building, plumbing and mechanical, electrical and roofing systems as applied to commercial structures.
- Analyze problems quickly, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and comprehensive written reports and correction sheets.
- Maintain cooperative working relationships with engineers, architects, contractors and the general public.
- Work independently with little supervision.
- Work under stressful conditions.
- Understand and follow oral and written instructions.
- Operate and use modern office equipment including computer and computer programs.
- Physical ability to perform essential functions of the job.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or equivalent.

Experience: Six (6) years in construction or building inspection, including two (2) years as an electrical and commercial inspector.

License or Certificate: ICBO Certification as a building, mechanical, electrical, and plumbing inspector, or certification as a combination inspector. Certificate of Completion from an ICBO class or seminar regarding building construction. Certified as a Commercial Electrical Inspector and must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Duties are performed in an office environment or in the field. Exposure to a variety of weather conditions may occur while driving or conducting field inspections. Physical exertion is required for frequent bending, reaching, kneeling, sitting or standing for prolonged periods of time. Must be able to handle stressful situations, climb ladders and walk on high roofs and must be able to carry/lift/push or pull loads of up to 75lbs.

Job Hazards/Risk Factors

Employees risk physical hazards from obstacles, debris, noxious fumes, toxic chemicals, drugs, drug paraphernalia and angry and volatile citizens.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: April 2006
October 1, 2009