

Building Inspector

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled technical work performing field inspections and re-inspections of residential, commercial and industrial facilities for compliance with building, plumbing, electrical and mechanical codes, preparing and maintaining files, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the Community Development Director, Assistant Director, and Building Commissioner.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions

- Performs field inspections and re-inspections of residential and commercial facilities for compliance with building, plumbing, mechanical and electrical codes; conducts basic plans review.
- Researches building code violation issues.
- Receives complaints regarding defective construction and other code and ordinance violations and handles enforcement problems.
- Answers questions from private citizens, contractors and builders in regards to building code regulations.
- Follows up on code amendments.
- Reviews plans and issues building permits.
- Issues warnings and takes appropriate action; issues stop work orders.
- Maintains records regarding inspections.

Knowledge, Skills and Abilities

General knowledge of building construction materials and methods and stages of construction when possible violations and defects may be most easily observed and corrected; general knowledge with state building and related codes laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to solve problems within scope of responsibility; ability to maintain firmness and tact in enforcing ordinances and codes; ability to contact property owners, contractors and the public and effect satisfactory working relationships.

Education and Experience

High school diploma or GED and considerable experience in the building construction trade, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires walking, frequently requires sitting, speaking or hearing, reaching with hands and arms and repetitive motions and occasionally requires standing, using hands to finger, handle or feel, climbing or balancing, pushing or pulling and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Must have, in process of obtaining or be willing to obtain:

Certified Residential Combination Inspector certification (or equivalent)

Certified Commercial Combination Inspector certification (or equivalent)

Valid driver's license in the State of Indiana.