

## **BUILDING INSPECTOR I**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Building Inspector I performs highly skilled, technical inspection work in securing compliance with the Municipal Building Codes and related ordinances. An employee in this class is an active team associate involved in examining methods or processes, making recommendations for changes, and assisting in the success of those changes for completion of inspection activities. An employee of this class inspects buildings and appurtenances in the process of construction for compliance with building, electrical, plumbing, mechanical, and zoning codes. This class may be required to work overtime as needed. This position is responsible for performing related duties as required.

**Distinguishing Features:** The work environment includes regular exposure to the dust, dirt, fumes, and noise of construction sites, as well as the summer heat. The incumbent usually works independently in the field and is responsible for decisions requiring discretion, judgment, and familiarity with a variety of codes and ordinances. Difficult or procedural problems are referred to the Senior Building Inspector. The Building Inspector II is distinguished from the Building Inspector I by assignments requiring the application of greater specialized knowledge of two or more building codes and of City building inspection procedures, and by the expectation to typically resolve public relations conflicts with little supervision or assistance. Employees in this class may progress by noncompetitive promotion to Building Inspector II upon meeting the specific criteria-based promotion requirements of performance, certification, education, and training and meeting the minimum qualifications for a Building Inspector II. The position reports to a Senior Building Inspector through meetings, conferences, and end results achieved. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from high school or GED. Any combination of training, education, and work experience equivalent to good (1 - 3 years) building inspection or construction trade work. Extensive (5+ years) customer contact in a private or public utility, construction industry, or building inspections field.

**Special Requirement.** Must possess a valid Class D Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Supplemental coursework in building construction and possession of a certification from the International Conference of Building Officials (ICBO), International Code Council (ICC), or a major model code organization is preferred. Attainment of journey-level status in

plumbing, electrical, structural, or mechanical construction is highly desirable. Experience operating a personal computer (PC) is preferred. Bilingual - English/Spanish is desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates to the general public and businesses, methods for correction of observed deficiencies or deviations from approved plans to determine and ensure compliance. Explains in detail to a contractor or the public, codes interpretation or requirements that have been missed (example: fire-rated chases for a Class I grease hood for cooking equipment in schools and restaurants, or fire dampers and release links in a fire-rated wall to ensure proper operation according to code). Prepares (written or by computer) field inspection reports and correction notices in a clear, concise, and accurate manner. Prepares and files written or computer-generated complaints with the City Prosecutor to gain compliance through legal means when necessary.

**Manual/Physical:** Inspects residential dwellings, small commercial buildings, swimming pools, and appurtenances in the process of construction, alteration, or repair for compliance with building, electrical, mechanical, fire, and zoning code requirements. Investigates complaints regarding unauthorized or unsafe building use or construction, determines appropriate action, and follows through for compliance. Inspects mobile homes for installation, blocking, tie downs, skirting, utility hookups, and setbacks. Makes thorough final inspections prior to issuance of a Certificate of Occupancy. Measures distances to confirm compliance with building specifications, zoning, building, setbacks, etc. Inspects large commercial buildings and schools for compliance with building, electrical, mechanical, Americans with Disabilities Act (ADA), and zoning requirements. Inspects residential dwellings, small commercial buildings, swimming pools, and appurtenances in the process of construction, alteration, or repair for compliance with all building codes, Mesa Homes Security, and ADA requirements. Inspects installation of medical gases, oxygen, and nitrogen in hospitals and emergency care facilities for contamination. Inspects and obtains test certification on back flow prevention devices. Reaches objects at elevated levels in order to inspect for proper installation and at heights greater than ten feet to make inspections on walls, roofs, attics, and crawl spaces. Moves debris to gain access to and expose construction for inspection. Walks across trenches, dirt piles, etc., and climbs ladders, stairs, and scaffolding to perform inspections. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to drive to and from construction sites in order to conduct inspections, investigate complaints, etc. Accesses and enters data or information using a PC in order to research building permits and inspection records, and to enter inspection results. Uses common hand tools such as screwdrivers, pliers, or wrenches to inspect construction. Detects hazardous situations on construction sites and inspects audible fire alarms for proper functioning. Compares or monitors data on charts/graphs for selecting building material sizes, etc., to determine compliance with prescribed operating or safety standards. Distinguishes the full-range of the color spectrum (example: working with electrical wires) in order to verify compliance with applicable electrical and other building material color codes. Detects natural gas leaks, toxic gases, and smoke to the extent of possibly detecting a hazardous condition on a construction site and avoiding an accident. Uses graphic instructions such as blueprints, schematic drawings, layouts, or building plans and technical data/drawings in order to verify that construction complies with approved documents. Investigates fire damage to existing structures and mobile homes. Meets scheduling and attendance requirements.

**Mental:** Applies City policy and operating procedures to complete work assignments. Comprehends and makes inferences from blueprints, construction plans, or specifications in order to maintain

enforcement of City building and zoning codes. Prioritizes own work such as emergencies and citizens requests to investigate and/or resolve building, fire, and zoning code violations. Reviews or checks the work products of others to ensure conformance to standards by inspecting workmanship and quality of materials for building construction. Learns job-related material through on-the-job training and classroom instruction regarding inspections and enforcement of City building, fire, and zoning codes. Learns to analyze building conditions, construction, and code violations, etc., in order to make recommendations in a written report format to management regarding status/findings of investigations and requirements to resolve problems.

**Knowledge and Abilities:**

Knowledge of:

the administrative code which provides necessary requirements and procedures for the adoption and enforcement of codes;

the stages of construction when various possible violations and defects may be most easily observed and corrected;

the adopted building code(s) which covers the fire, life, and structural safety aspects of all buildings and structures;

the building code standards which contains national test materials and special design standards referenced in the adopted building code(s);

the adopted abatement or maintenance code which contains procedures for the classification and abatement of dangerous buildings;

the adopted mechanical code which provides the requirements for the installation and maintenance of heating, ventilating, cooling, and refrigeration systems in buildings and other structures;

the adopted plumbing code which applies to the installation and maintenance of plumbing systems and materials, and provides requirements and standards for the protection of public health, safety, and welfare;

the adopted electrical code which covers the installation and maintenance of electrical systems, equipment, and materials within or on buildings or other structures;

the state of Arizona Department of Building and Fire Safety rules and regulations which cover the installation of mobile and manufactured homes and factory-built buildings;

the City of Mesa Municipal Code which provides for the enforcement of nuisance abatement such as construction dust, debris, noise, and inoperable vehicles;

the City of Mesa Zoning Ordinance which regulates the use of land and the location, height, and bulk of buildings and structures; and

establishes standards for design and development.

Ability to:

enforce codes to the extent of stopping work or occupancy of a building when necessary until requirements are satisfied;

read and interpret building codes, plans, and specifications;

detect deficiencies or deviations from approved plans;

follow through to ensure that final inspections for all departments are completed in a timely manner;

operate a computer to access and use permit and inspection records; and

establish and maintain effective working relationships with management, coworkers, members of the

construction industry, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Tech

JOB FCTN-TEC

INCREMENTS 42-200

PAY GRADE: 49

IND-9410

SWORN-No