

BUILDING INSPECTOR III

JOB DESCRIPTION

Classification Responsibilities:

A Building Inspector III 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 construction methods or processes, making recommendations for changes, and assisting in the success of those changes for completion of inspection activities.

Employees in this class must understand construction terms and be highly proficient at reading and interpreting construction blueprints and specifications. A Building Inspector III inspects buildings and appurtenances during the course of construction for compliance with building, electrical, plumbing, mechanical, fire, and/or zoning codes independently. An employee in this class also serves as a team lead and provides expert level technical knowledge and training for the Building Inspector I and Building Inspector II positions. This class is responsible for performing related duties as required.

Distinguishing Features: A Building Inspector III is distinguished from the Building Inspector II by assignments requiring the application of greater specialized knowledge of four or more building codes or related zoning regulations and of City building inspection procedures, and by the expectation to typically resolve public relations conflicts independently or with little supervision or assistance. The work environment includes regular exposure to the dust, dirt, fumes, and noise of construction sites, as well as the summer heat. Incumbents serve as an advisor to the Building Inspector Supervisor on technical matters and as a team lead to the Building Inspector I and Building Inspector II classes as needed. Employees may progress to this class by noncompetitive promotion upon meeting the specific criteria-based promotion requirements of performance and certification. The position reports to the Building Inspector Supervisor 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, or work experience equivalent to four years building inspections and/or construction trade work experience, preferably in two major trades. Four years of customer contact in a private or public utility, construction industry, or building inspections field. One (1) year of experience as a City of Mesa Building Inspector II may substitute for one year of building inspections and/or construction trade work experience.

Special Requirement. Possession of residential building inspector (B1), commercial building inspector (B2) certifications and two certifications from the International Conference of Building Officials (ICBO), International Code Council (ICC), or a major model code organization. Must possess a valid Class D Arizona Driver's License within 30 days of 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 Qualification. Attainment of journey-level status in plumbing, electrical, structural, or mechanical construction is highly desirable. Experience operating a PC is preferred. Bilingual - English/Spanish is desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

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, the 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 or architectural details stipulated by the design review board). 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, industrial and commercial buildings, swimming pools, and appurtenances in the process of construction, alteration, or repair for compliance with building, electrical, mechanical, fire, and/or zoning code requirements. Investigates complaints regarding unauthorized or unsafe building use, construction, or modifications to approved building elevations or landscaping; determines appropriate action; and follows through for compliance. Inspects mobile homes for installation, blocking, tie downs, skirting, utility hookups, and setbacks. Makes a thorough final inspection 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), fire, and zoning requirements. Inspects installation of medical gases (oxygen and nitrogen) and other specialty piping and mechanical systems to ensure integrity and compliance. Inspects and obtains test certification on backflow 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 to conduct inspections, investigate complaints, etc. Accesses and enters data or information using a personal computer (PC) in order to research building permits, inspection records, and/or zoning files, and enters 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 or approved color palettes) 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 including all related zoning case files. 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, fire, 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. Analyzes building conditions, construction, and code violations, etc., in order to make recommendations in a written report format to management regarding status/findings of investigation 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 that contain national test materials and special design standards referenced in the adopted building code(s);

the Uniform Code for the Abatement of Dangerous Buildings, or subsequent 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 that cover the installation of mobile manufactured homes and factory-built buildings;

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

the City of Mesa Zoning Ordinance which regulates the use of land; the location, height, and bulk of buildings and structures; and establishes standards for design and development and other zoning processes relating to rezoning, site plan modifications, design guidelines, and variances.

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.

New 2/26

AD/js/ah

CS5322

EEO-Tech

JOB FCTN-TEC

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 53

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 051-200