

CITY OF GLENDALE

TITLE:	Building Inspector	CLASS CODE:	571
REPORTS TO:	Building Inspection Manager	GRADE:	24
DEPARTMENT:	Building Safety	FLSA:	N
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY:

Performs building inspection work to assure compliance with the City's building, electrical, mechanical, and plumbing codes, other city ordinances, and state and federal laws for the Building Safety Department.

ESSENTIAL FUNCTIONS:

1. Inspects industrial, commercial, and residential buildings, during various stages of construction and remodeling; makes independent decisions regarding compliance with codes and ordinances of the City, State, and Federal agencies and construction methods.
2. Analyzes buildings undergoing change of use or occupancy, buildings being moved or demolished, and damaged or dilapidated buildings; provides viable alternatives to bring building into compliance.
3. Determines extent of damage, safety factors and necessary permits required to repair damaged or dilapidated buildings.
4. Clarifies requirements or intent of construction codes, methods, restrictions, materials, and inspections to architects, engineers, contractors, and homeowners.
5. Analyzes plumbing installations for potential or actual cross connections that would contaminate potable and non-potable water.
6. Conducts mobile home and sign inspections to assure compliance with codes, city ordinances and state regulations.
7. Inspects energized electrical service panels and related components.
8. Reviews plans submitted by engineers, architects, designers, contractors, builders, and homeowners to assure compliance with City codes and ordinances; checks plans at job site for compliance.
9. Negotiates alternative solutions at the job site to gain code compliance.
10. Prepares reports and maintains files of inspections and issued permits and citations.
11. Coordinates and schedules inspection requests regarding permits.
12. Conducts and attends training sessions on construction codes.
13. Reviews special inspection reports submitted by engineers, and architects.
14. Researches and reviews new material and methods used in building construction.
15. Provides quality customer service.

SECONDARY FUNCTIONS:

16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Construction principles, and techniques applicable to building plumbing, mechanical and electrical codes and city ordinances applicable to residential and small commercial construction.

Building, plumbing, mechanical and electrical materials and methods of construction.

Building codes, construction methods and materials used in all phases of construction.

Legal requirements related to Building Code Enforcement.

Ability to:

Exercise independent judgement and make on-site technical decisions.

Establish and maintain effective working relationships with city staff, contractors, homeowners, architects, engineers, developers and the public.

Interpret and explain technical building codes, ordinances, plans, diagrams and specifications.

Prepare and maintain complete and accurate records and reports.

Communicate effectively verbally and in writing.

Recognize and diffuse potentially hostile situations.

Negotiate effectively and obtain regulatory compliance.

WORKING CONDITIONS:

Work requires climbing, bending and stooping and includes the exposure to energized electrical services, hazardous materials, open trenches and open heights while performing inspections.

MINIMUM QUALIFICATIONS:

Two years of college or vocational course work in building construction, drafting, engineering studies or a related field, and two years experience in building construction or building inspections.

Any equivalent combination of education and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

A valid Arizona driver's license.

ICBO Certification as a Building Inspector within one year of appointment.