

Community Development

Overtime Code: Non-exempt

Pay Grade: 63

KTC Established:

BUILDING INSPECTOR I

DEFINITION:

Under general supervision or direction, to conduct building inspections during all phases of construction, alteration and repair; to enforce compliance with applicable Federal, State and local building mechanical, plumbing, energy, indoor air quality, and codes, regulations and ordinances; to ensure the provision of safe structures for building occupancy; and to perform a variety of technical duties relative to assigned areas of responsibility.

ESSENTIAL FUNCTIONS:

This is ILLUSTRATIONS ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Conducts building inspections during all phases of construction, alteration and repair; enforce compliance with applicable codes and ordinance including, but not limited to, approved construction plans, uniform mechanical, plumbing and building codes, Township zoning ordinances, and state and federal accessibility standards for the disabled.

Inspect existing buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances; review and approve building inspection documentation including final inspection certificates and related documents; examines and reviews construction, plans and specifications for new construction codes, ordinances and regulations.

Confer with architects, developers, contractors, builders and general public on building code enforcement issues, research, interpret and explain codes, ordinances, rules and regulations; meet with engineers, architects and builders to analyze and resolve any problems or potential problems that may arise during the course of construction; research and negotiate solutions; assist in the issuance of building, plumbing, mechanical and other permits; review blueprints, drawings and specifications to ensure project compliance with plans; calculate fees, stamp plans; issue permits.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Skills with the methods and techniques of conducting building, mechanical, plumbing and structural inspections.
- Skills in operations, services and activities of a municipal inspection and code enforcement program.

- Ability to understand pertinent codes and ordinances related to building, plumbing, and mechanical system requirements.
- Knowledge in principles of technical report preparations.
- Ability to communicate effectively in techniques of conduction plans reviews.
- Ability to perform complex building inspections duties in residential, commercial and industrial buildings including mechanical, plumbing, and building systems.
- Ability to read and interpret building plans, drawings, blueprints and specifications.
- Ability to examine and review construction, plans and specifications for new construction, additions and alterations.
- Ability to review and approve building inspections and documentation.
- Ability to detect deviations from approved construction plans and specifications.
- Knowledge of collecting appropriate fees and issuing permits.
- Ability to prepare clear and concise technical reports.
- Ability to interpret, explain and enforce applicable building codes and zoning ordinances and compare them to work in progress.
- Skills in understanding and carrying out oral and written instructions.
- Skills to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective relationships with those contacted in the course of work.
- Ability to use MS Word, Excel, PowerPoint, Access, and other related MS Software.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires extensive lifting, bending, carrying, loading, unloading and transporting equipment and supplies weighing up to 50 lbs. works extended periods of time in an outdoor environment. The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D. and four years' experience in construction, building inspection or building trades
- Four (4) years of reasonable trades/technical experience in construction of major commercial or institutional buildings; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.
- Must be a certified inspector as a Commercial Building Inspector or a Residential Building in one of the following categories: Commercial Electrical inspector, commercial mechanical

inspector, Commercial plumbing inspector, residential electrical inspector; Must be registered with the State of Arizona as a Licensed Building Inspector.

PREFERRED QUALIFICATIONS:

- Certification in Electrical Codes, Structural Inspector or Construction Inspector

SPECIAL REQUIREMENTS:

- Possess and maintain a valid state driver's license.
- Depending upon the needs of the Kayenta Township, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English Languages as a condition of employment.