



CITY OF WEBSTER CITY JOB BAND DESCRIPTION

POSITION: Building Inspector

JOB – BAND CLASSIFICATION: Senior Administrative Support

Definition: Under direction of the Community Development Director, reviews submittals and inspect construction related activity for permits related to building, plumbing, mechanical, electrical, and other applicable development codes & enforcement of those codes within the community. Assists with the City's property acquisitions, relocations and property management activities. Actively participate in various code enforcement activities in cooperation with other departments and agencies. Enforces City Codes related to private property maintenance and upkeep, processes municipal infractions, represents City of Webster City as witness in court cases related to enforcement efforts, coordinates abatements of property by contractors, performs related clerical work, assists citizens building and construction related questions, and performs other related duties as required. From time to time, this position may support the Public Works Department with processing of encroachment and excavation permits.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Primary Duties and Responsibilities may include, but are not limited to the following:

- Administer and enforce all construction codes which have been adopted by the City Council to assist the Community Development Director in Planning & Zoning Commission and Zoning Board of Adjustment activities.
- Perform plan review of all plans for proposed construction projects.
- Reviews and issues all permits for building, plumbing, mechanical, electrical construction, and administrative work as required.
- Inspects all construction in progress until job is complete.

- Ensures compliance with all construction codes and municipal codes prior to issuance of Certificate of Occupancy.
- Answers inquiries on technical problems of enforcement.
- Reviews and examines basic architectural and structural plans for residences, commercial buildings and other structures for approval of permits.
- Investigates and initiates nuisance complaints associated with unsafe structures.
- Issues warnings and municipal infractions to violators of nuisance and other municipal codes.
- Performs other duties of similar nature or level as assigned.
- Develops reports as directed by supervisor and City needs.
- Maintain confidentiality of work-related issues and City information.
- Reviews and examines all architectural and structural plans for residences, commercial buildings, and other structures for approval of permits
- Enforces local zoning, building, electrical, mechanical and plumbing ordinances and makes decisions of technical problems of enforcement.
- Functions as liaison between local contractors, builders, architects, and engineers.
- Prepares written reports, issues notices to correct violations; issues “stop work” notices and testifies in court regarding violations.
- Responds to questions from the public, property owners, and other parties/agencies by explaining the applicability of codes, ordinances, city and state statutes and related regulations and industry standards, the code enforcement processes, and case-specific information while maintaining required security and confidentiality of information created or encountered in the course of assigned duties.
- Creates and maintains files and related records in manual and automated systems and assures proper retention and archiving.
- Conducts field work and inspections of properties related to building codes and other codes enforcement for compliance with permitted activities, adopted codes, regulations and industry standards; writes up violations, if found, and documents and takes pictures of any and all violation issues; follows up to ensure that violations are corrected in accordance with codes and regulations.
- Researches code issues; ensures familiarity with adopted codes, identifies discrepancies, irregularities and conflicts in City codes and regulations and refers the same to management for attention.
- Assists with the review and development of policies and procedures associated with building, zoning, and related codes and regulations for the City.
- Acts as backup support for encroachment permits and excavation permits.
- Supports the relationship between the City of Webster City and the constituent population by providing excellent customer service; promotes the City goals and priorities in compliance with all policies and procedures; maintains absolute confidentiality of work-related issues, client records and City information; and performs related duties as required or assigned.

- Ensures that job duties are completed in strict adherence to establish safe work practices.
- Assists with city building improvements.
- Performs other duties as assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised:

Supervision to contractors, builders, architects, and engineers at time of construction.

Required Competencies:

Includes, but is not limited to, the following:

Customer Service: Works with contractors, subcontractors, engineers, City staff from other departments and the general public on a daily basis

Cooperation: Mainly works alone to complete tasks as needed; however, will coordinate and communicate any work on utilities with other City departments.

Organizational Skills: Plans daily or weekly operations, with time for inspections or other work as necessary. Keeps adequate records and logs of inspection findings and progress of construction.

Decision Making Skills: Determines if zoning, building, plumbing, mechanical, and electrical regulations are being met. Includes prices of permits.

Research Skills: Researches state and local zoning regulations for building, plumbing, mechanical, and electrical work; court house deed and easement location and ownership; road and land property descriptions; Iowa Statewide Urban Design and Specifications (SUDAS).

Communications Skills: Effective oral, written, and other forms of communication in order to maintain effective working relationships with all contacts via radio, telephone and in person. Ability to draft notices for the public and memos as requested by direct supervisor and the City Manager.

Clerical Skills: Basic knowledge of everyday office and equipment uses.

Education and Experience:

High School diploma or equivalent. Additional training in engineering, construction technology, or architecture, and four years of experience in building inspection work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess thorough knowledge of state and local laws

and regulations governing the building, construction, and occupancy of any building or construction site. Must be able to read, analyze, and interpret construction plans and specifications. Must possess a current State of Iowa Driver's License, Residential and Commercial Building Inspector Certification by International Code Council (ICC) is preferred. If applicant does not possess certification, upon hire you will be required to obtain ICC Residential and Commercial certification within twelve (12) months of hire. Additional ICC Certifications required within 2-5 years are: Plumbing (residential & commercial), General Plans Examiner and Mechanical (residential & commercial)

Physical and Environmental Requirements:

- Ability to sit, stand, or walk for extended periods of time.
- Ability to pull or push body weight.
- Ability to climb stairs or ladders.
- Ability to see color variations, shapes, and sizes
- Ability to work in extreme weather conditions including extreme heat and cold.
- Hearing sufficient to hear verbal, phone and radio conversations.
- Reading, writing and speaking skills sufficient to fulfill requirements of position
- Ability to work alone as well as in a group.

FLSA/Wage Hour Status: Non-Exempt