



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Building Inspector

FLSA: Non-Exempt

DEPARTMENT: Planning and Building Department

REVISED: 11/01/2009

Summary: Under general supervision conducts field inspections of new and existing construction and determines conformance with all codes and building regulations and compliance to specifications, permits and licenses issued.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Provides guidance and assistance to contractors, architects and other submitting plans; conducts inspection of new and existing construction; performs field inspections of framing, wiring, plumbing, foundations, structural integrity and gas installations, construction or repairs.
- Assesses and validates conformance with all codes and building regulations and compliance to specifications, permits and licenses issued.
- Provides instructions for corrective action and recommends actions to stop work.
- Responds to code questions from builders and the general public.
- Performs final occupancy inspection and issues occupancy certificate.
- Records/logs inspections with notes regarding compliance/noncompliance in each area; provides instructions for corrective action; recommends actions to stop work and responds to code questions from builder and the general public.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of county, state and federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Knowledge of construction methods and material and skilled trades related to building construction, maintenance, repair and renovation.
- Skill in providing technical expertise related to noncompliance with building code, reading and following blueprints, asbuilts, and engineering drawings and customer service.
- Skill in assessing and prioritizing multiple tasks, projects and demands, working within deadlines to complete projects and assignments and implementing solutions to complex issues.
- Skill in establishing and maintaining effective working relations with a variety of coworkers, customers and general public.
- Skill in operating a personal computer utilizing a variety of software and operating systems/applications.



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Knowledge and Skills:

- Knowledge of property tax services and activities.
- Knowledge of tax laws, rules and standards in relation to property tax collection.
- Knowledge of county tax liens, lien payoffs and land redemptions.
- Knowledge of application processes in relation to mobile home movement.
- Knowledge of annual tax sales.

- Skill in performing property tax functions and activities.
- Skill in acting as an information source to the public regarding property tax questions.
- Skill in providing assistance with the planning and implementation of annual tax sales.
- Skill in researching and notifying tax payers regarding unpaid taxes.
- Skill in assisting with the work flow/training of departmental staff.

Minimum Qualifications:

High School diploma or GED and two years of relevant building inspection or closely related experience or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Must be able to obtain within one year of employment and must maintain certification as a Building Inspector.