



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Building Inspector	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Planning and Development	<b>REVISED:</b>	

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**Summary:** Under General Direction, applies specific code, basic engineering, and technical construction knowledge to the review and inspection of building permit activities. Perform inspections of buildings and structures in all stages of construction, alteration and repair. Checks plans for new construction or alterations or remodeling for existing structures to ensure compliance with pertinent codes, accepted engineering practices and general land use standards and zoning regulations. Enforces building, plumbing, electrical, mechanical and housing codes, and applicable state and local laws. Issues building permits and certifications of occupancy. Confers with architects, contractors, builders and the general public in the field, office and at the counter. Investigate code violations or complaints.

**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.)*

- Interprets, applies, and enforces the provisions of standard building codes, electrical codes, plumbing codes, mechanical codes, fire prevention codes, life/safety codes, energy codes, handicapped accessibility codes, and other applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures
- Checks and reviews building plans, site plans, plan revisions, specifications, previous inspection records, or other documents for conformance with various building codes and all applicable rules and regulations for either new construction or changes to existing structures for building permit issuance
- Review calculations to determine if structures are in compliance with codes, ordinances and all State, Federal and local regulations
- Reviews plans and permit files before performing inspections.
- Reviews building plans, determines permit fees, checks for code compliance, and resolves deficiencies with the builder.
- Approves plans, issues permits, and maintains files for permits and plans.
- Checks for expiration of plans, permits, and bonds and makes cancellations when required
- Issues building clearance for certificates of occupancy
- Researches code-related issues in code books as needed; initiates any actions necessary to correct deviations or violations
- Plans daily inspection schedules and travel routes to achieve maximum efficiency and ensure completion of scheduled inspections; drives to construction/property sites to conduct inspections and related work activities
- Conducts site inspections of residential/commercial buildings and industrial properties (including construction work, remodeling work, building systems, and premises) for compliance with applicable codes, specifications, and approved construction plans
- Inspects construction alteration, demolition, use, and occupancy of buildings and premises to verify structural strength, stability, sanitation, adequate lighting, ventilation, and safety to life and property from fire and other hazards; inspects mechanical, plumbing, gas, electrical, roofing, fire alarm, and related building systems; inspects foundations, slabs, footing, and framing; inspects swimming pools; inspects mobile homes; inspects construction methods and materials
- Assure proper and safe installations of routine and complex building systems



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- Verifies proper permitting of construction work
- Inspects existing buildings for improper use.
- Coordinates inspection activities with other inspectors, other departments, plan reviewers, property owners, contractors, utility companies, or other individuals
- Communicates with other departments and agencies to report violations associated with their scope of jurisdiction
- Provides information and technical assistance concerning inspection activities, code requirements, code compliance, code interpretation, and related issues
- Discusses problem areas with property owners, developers, contractors, engineers, and architects; recommends solutions to problems; responds to questions or complaints concerning code violations
- Make inspections with Environmental Health Services and/or Fire Department personnel concerning complaints regarding hazardous and unhealthy living conditions and substandard structures, complaints on weeds and possible violations of underground storage of hazardous material
- Provides information and technical expertise to other staff members.
- Issues Certificates of Occupancy or Certificates of Completion for approved construction work.
- Identifies code violations, deficiencies, hazardous conditions, structural failures, or improper uses; explains violations, recommends corrective actions, and advises of changes required for code compliance; issues warning notices, violation notices, or stop work orders as appropriate; reports failed inspections, violations, and deviations from codes/plans to supervisor, other inspectors, contractors, or other individuals as appropriate.
- Monitors status of failed inspections; conducts follow-up inspections to verify correction of deficiencies.
- Prepares and maintains accurate records of inspection activities; enters inspection results into computer.
- Prepares, creates or completes various forms, reports, correspondence, logs, inspection/re-inspection requests, route sheets, inspection reports, Certificates of Occupancy, Certificates of Correction, warning notices, violation notices, stop work orders, drawings, vehicle maintenance records, or other documents.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, e-mail, Internet, or other computer programs
- Operates a variety of equipment and tools associated with work activities, which may include a motor vehicle, calculator, general office equipment, camera, cellular telephone, voltmeter, electric circuit testing instruments, compaction probe rod, measuring devices, level, hand tools, or ladders
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Communicates effectively with supervisor, employees, other departments, County officials, inspectors, plan reviewers, property owners, contractors, architects, engineers, utility companies, manufacturers, vendors/suppliers, listing agencies, local/state/federal agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems
- Attends various meetings as needed.
- Maintains a comprehensive, current knowledge of applicable codes, regulations, and standards; reviews new codes and changes to existing codes; maintains an awareness of new methods, materials, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends seminars, workshops, and training sessions as appropriate
- Performs other duties as assigned

### Knowledge and Skills:



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- Knowledge of applicable County, State and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Knowledge of construction methods and materials and skilled trades related to building construction, maintenance, repair and renovation.
- Working knowledge of provisions of the pertinent International Building Codes and regulations related to building, plumbing, mechanical, and electrical system requirements
- Knowledge of the practices and materials used in building construction and/or heating and ventilating systems, including structural steel, reinforced concrete, structural masonry and pre-stressed concrete
- Knowledge of industry standards for building and construction materials and craftsmanship and general building construction methods
- Knowledge of and skill at using a computer and common office productivity software to access and store information.
- Knowledge of methods and techniques of conducting building electrical, mechanical, plumbing and structural inspections
- Knowledge of principles and procedures of record keeping and maintenance
- Knowledge of personal computers, building permit and general office programs and equipment
- Skill in evaluating construction methods, reading and interpreting building and/or structural and mechanical plans, reading and interpreting building and/or structural and mechanical codes and applying them to specific situations.
- Skill in English language to write reports and document inspections
- Skill in math to read and record distances and load bearing calculations
- Skill in performing building inspection duties in residential and industrial buildings, including but not limited to electrical, mechanical, plumbing and building systems
- Skill in performing inspections by applying technical knowledge and following proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices
- Skill in reading and interpreting complex building plans, drawings, blueprints and specifications
- Skill in conducting construction inspections and exercise professional judgment in detecting deviations from approved construction plans and specifications
- Skill in preparing clear and concise technical reports and maintaining complex files and records
- Skills in learning and explaining appropriate County codes and regulations
- Skills in understanding legal descriptions and boundary maps of real property
- Skill in interpreting, explaining and enforcing applicable building codes and zoning ordinances
- Skill in the providing technical expertise related to noncompliance with building code, reading and following blueprints, as-builts, 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
- Skills in maintaining records neatly and accurately
- Skills in using tact and diplomacy in all interactions with customers
- Skills in establishing and maintaining positive and effective working relationships with co-workers and those contacted in the course of the work
- Skills in calming angry customers using interpersonal skills and advising co-workers or supervisors if appropriate
- Skills in contributing to and maintaining a professional office environment
- Skills in prioritizing work and coordinating several activities simultaneously



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- Skill in communicating clearly and concisely, both orally and in writing. Ability to understand and carry out oral and written instructions
- Skill in enforcing building codes and ordinances with firmness, impartiality and tact
- Ability to make onsite inspections that can include climbing multiple flights of stairs and ladders.

### **Minimum Qualifications:**

High school diploma or GED; supplemented by vocational/technical training in general building construction, construction trades, and a variety of building inspection specialties; supplemented by three (3) years previous experience and/or training that includes general building construction, construction trades, code enforcement/interpretation, and a variety of building inspection specialties; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess certification from International Code Council (ICC) as a Residential or Commercial Combination Inspector and able to acquire certification from ICC as a Combination Plans Examiner within six months from the date of hire. Possession of, or ability to obtain, a valid Wyoming driver's license