



JOB DESCRIPTION

JOB TITLE:	Building Inspector	FLSA:	Non-Exempt
DEPARTMENT:	Community Development	GRADE:	T4
REPORTS TO:	Community Development Director	DATE:	2/16/2023

SUMMARY OF JOB PURPOSE:

Responsible for performing a variety of skilled building construction, safety and enforcement inspections of new and existing residential and commercial properties for compliance with codes and regulations.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Inspects new and existing residential and commercial construction and/or properties for conformance to codes, regulations, plans, specifications and standards; schedules inspections.
- Confers with and provides information to developers, design professionals, property owners, contractors, and others regarding code requirements and alternatives, and County policies and procedures; resolves complaints and problems wherever possible within scope of authority.
- Investigates complaints of existing buildings to determine appropriate usage, and if hazardous or life safety conditions exist.
- Answers questions and assists the public on inspection-related activities.
- Performs business license inspections.
- Inspects manufactured and mobile home installation, setting, safety and real property conversions.
- Conducts inspection of residential individual sewage disposal systems; ensures compliance with Nevada Administrative Code (NAC) 444 and any other applicable requirements.
- Reviews plans and specifications for buildings and related construction for use in performance of inspections; calculates fees and deposits.
- Documents and maintains accurate records of inspections, actions taken and regulatory efforts; enters data in the permit management system; prepares written reports and correspondence and issues notices to correct code violations.
- Works with District Attorney's Office to prepare cases of violations; issues correction notices and stop-work orders; testifies in court as required.
- Develops and maintains knowledge of construction technology, methods and materials; maintains and updates code knowledge through regular training sessions.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High school diploma/GED and two (2) years of code enforcement or building inspection experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles, practices codes and regulations related to building inspection.
- Procedures for documenting inspections, correcting violations and carrying through on court procedures as required.
- Applicable laws, codes and regulations.
- Concepts, materials and terminology related to building construction.
- Business and engineering mathematics;
- Safety principles, practices and equipment related to the work.
- Standard office practices and procedures.
- Computer applications related to the work.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals where relations may be confrontational or strained.

Skill in:

- Interpreting and applying appropriate methods, practices, procedures, codes and regulations to building inspection.
- Explaining codes, regulations and procedures to engineers, architects, developers, property owners and the public.
- Interpreting construction plans, specifications and related documents.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and complete reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.



REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being acquired and/or maintained in active status without suspension or revocation.

- Nevada Driver's License.
- Valid ICC or other national recognized certifications as a Residential Building Inspector and Commercial Building Inspector.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office and field settings and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; agility to traverse terrain and construction sites; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.

Work is subject to performance under exposure to frequent driving, adverse environmental conditions, fumes, gasses, noxious odors, hazardous chemicals and noise.