



BUILDING INSPECTOR I JOB DESCRIPTION

Job Title: **Building Inspector I**

Job Code: **BI134**

Pay Grade: **119**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **May 2021**

NATURE OF WORK

Under close supervision, performs basic building inspections for the Lewis County Community Development Department; reads blueprints and technical drawings, and verifies the building's compliance to codes, regulations and ordinances; responds to building and construction code inquiries from the public.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Inspects residential buildings and structures built or altered, to assure compliance with applicable codes, ordinances and regulations.
- Reviews plans and specifications to gain familiarity with the projects prior to inspection.
- Performs field inspections to examine and evaluate the building, mechanical and plumbing work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations.
- Identifies, documents, and communicates deficiencies and deviations from plans; refers serious problems and disagreements in interpretation to supervisor.
- Interprets County building, mechanical, plumbing and safety codes, and issues pass/fail notices; meets with contractors and homeowners to discuss project issues and concerns.
- Monitors projects for compliance with code requirements and approved construction plans and materials; maintains communications with builders and homeowners on residential inspection projects.
- Maintains and updates inspection records, project documentation and project files.
- Provides customer service; answers questions and concerns related to building, electrical, mechanical, plumbing, and safety codes, requirements, permits and procedures.
- Prepares and maintains a variety of departmental records, reports, and documentation.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in the field and a standard office environment; work involves exposure to variable weather conditions, uneven terrain, general construction hazards, and confined spaces; subject to standing, walking, bending, reaching, kneeling, crouching, crawling, climbing ladders, and lifting of objects up to 40 pounds.

DISTINGUISHING CHARACTERISTICS:

This is the entry level in the Building Inspector series. Working under close supervision, incumbents inspect building construction sites, and have a basic knowledge of construction inspection policies and procedures.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; AND two (2) year's journeyman-level general construction experience.

International Code Council (ICC) Residential Inspector certification is required within one year; depending on the needs of the County, incumbent may be required to obtain additional technical certifications; must possess a valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Federal, state and local building, housing and safety codes and regulations.
- Methods and techniques of inspecting buildings, structures and facilities.
- Regulations and standards governing building inspection activities.
- Construction principles, practices, materials, and methods.
- Occupational hazards and safety precautions.
- Record keeping and file maintenance principles and procedures.

Skills in:

- Applying technical knowledge of building trades work, and using sound inspection methods to determine workmanship and materials quality, and detect deviations from building and safety codes.
- Interpreting and applying statutes, rules, ordinances, codes and regulations.
- Interpreting building, plumbing and mechanical regulations, and comparing them with engineering drawings, plans, maps and specifications.
- Identifying construction deficiencies, code violations, and deviations from plans, regulations, and standard construction practices.
- Establishing and maintaining effective working relationships with other staff, contractors, homeowners, outside agencies, and the general public.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.