

**PUEBLO REGIONAL BUILDING
DEPARTMENT
Building Inspector
Job Description**

Job Title:	Building Inspector	Department:	Inspectors
Reports To:	Chief Building Inspector	Classification:	Non-Exempt
Current Pay Scale:	\$5,731.49 TO \$6,422.19	Job Type:	Full Time
Current Benefits:	Medical, dental, vision, paid vacation, sick leave, retirement plan		

Position Summary:

Building Inspectors examine the construction, alteration, or repair of commercial and residential buildings to ensure compliance with building codes adopted by Pueblo County and the City of Pueblo. Building Inspectors inspect the structural quality and general safety of buildings. Building Inspectors make an initial inspection during the first phase of construction and follow up inspections throughout the construction project to monitor compliance with building codes. Prepares written reports and maintains records of work performed. Work is performed under general direction of the Chief Building Inspector.

Supervision of Others: None

Core Values:

- Demonstrates ability to work under pressure with minimal supervision.
- Displays dependability through attendance, follow through and completion of tasks.
- Shows teamwork by cooperating with others, exhibiting a positive attitude and communicating openly, consistently, and directly.
- Listens to others.
- Creates satisfied customers by providing exceptional customer service.
- Takes initiative and acts in a responsible manner.
- Shows flexibility within established parameters.

Essential Job Functions:

- Inspects construction projects to ensure structural and architectural components are in compliance with all building codes.
- Provides assistance and verifies alternate methods of construction to meet the intent of each related building code.
- Provides assistance to architects, engineers, and contractors concerning structural and architectural issues and designs.
- Reviews assigned construction plans and engineering calculations for structural and architectural components to ensure compliance with all applicable building codes and recommends method of compliance to meet the intent of each related item.
- Reviews all relevant building codes. Provides interpretation and recommendations to ensure compliance with the intent of each code.
- Interprets and applies current building codes.
- Documents results of inspections.
- Effectively communicates findings to homeowners and contractors.

- Coordinates with and assists other field inspectors. Picks up extra inspections as needed.
- Explains and clarifies building code related problems with contractor field personnel.
- Communicates and upholds building codes consistently.
- Conducts building damage assessment and safety compliance inspections.
- Invests time in continued education.
- Fills in for Senior Building Inspector as needed.
- Other duties as assigned.

Qualifications:

Must possess and maintain a valid Colorado Driver's License. Must possess or obtain ICC Residential Building Inspector before date of hire and Commercial Building Inspector Certification within 6 (six) months of hire. Must be computer literate in order to retrieve, update and keep accurate details concerning construction projects, building and occupancy permits and inspection results. Must have considerable knowledge of the principles, practices, materials, and tools of the building construction trade. Must have some knowledge of applicable building codes. Must be able to use laptop computer to enter and update information as well as look up building codes related to building inspections. Must possess the ability to read plans, blueprints, engineering reports and specifications, and to interpret and apply them. Must be able to answer phones, write reports and deal with the public. Must have knowledge of human relations. Must be able to communicate effectively, both verbally and in writing.

Education and Experience:

Must have a minimum of High School diploma or equivalent and five years of experience in the building construction trades or equivalent combination of building construction trades education and minimum of three years building construction trades experience. Preference given for progressively responsible experience in building code enforcement. Preference given for three or more years field experience in building construction supervision. Must have experience in dealing with the public and maintain temperament during difficult situations.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit or smell. Must be able to drive. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Considerable time is spent in the field inspecting construction work sites, although some time is spent in the office. Inspection sites can be dirty, cluttered with tools, materials, or debris. Inspectors may have to climb ladders or many flights of stairs, or crawl around in tight spaces. Inspectors must adhere to safety requirements at constructions sites such as wearing hard hats and other PPE.

This job description is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, it is representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

Equal Employment Opportunity/Affirmative Action Statement:

The Department is an Equal Employment Opportunity/Affirmative Action employer. The Department will not tolerate unlawful discrimination against any employee or applicant because of race, color, creed, national origin, ancestry, sex, age, religion, disability, sexual orientation, gender identity, gender expression, genetic information, marital status, other status protected by law, or retaliation for engaging in protected activity.

Americans with Disabilities Act Compliance:

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Department will not discriminate against individuals with disabilities on the basis of disability in its services, programs, or activities. The ADA requires the Department to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Additional Information:

Hiring is subject to passing physical examination, drug test, and background check. Regional Building provides a government defined contribution plan in lieu of Social Security contributions. Must establish and maintain residency in Pueblo County within six months of starting employment.

Employee Signature

Review Date

Employee Print Name