JOB DESCRIPTION

BUILDING INSPECTOR

Department:	Development Services	**Classification/Grade:**	23
Division:		**FLSA Status:**	Non-Exempt
Reports to:	Development Services Dir	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

To perform building inspections on buildings, structures, and additions in the City of Mesquite, using adopted Building Codes; input inspections and information into permitting system; and to meet with contractors and architects to discuss building plans.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Provides telephone and counter assistance to the public and City personnel regarding Building Codes.
3. Participate in the development and coordination of departmental goals and objectives as well as polices and procedures necessary to provide assigned personnel services; recommend and assist in the development and implementation of modified systems, polices and procedures.
4. Perform inspections on structures using adopted Building Codes including: Mechanical, Electrical, Plumbing, Building, ADA, and any other adopted codes.
5. Attend various committee meetings in regard to the preparation and implementation of new Building Codes.
6. Be dependable and meet acceptable attendance requirements at all times.
7. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
B. Research for information as directed.
C. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Building Codes, including Mechanical, Electrical, Plumbing, Building, ADA, and any other codes used by the City of Mesquite.
- Basic principles and techniques of structural building inspection.
- Building materials, accepted safety standards and modern methods of building construction.
- Permit issuance guidelines.

Ability to:

- Analyze, interpret, and check building plans and specifications for compliance to City codes and other applicable laws and for minor structural requirements.
- Prepare clear and comprehensive written reports and correction sheets.
- Maintain cooperative working relationships with engineers, architects, contractors and the general public.
- Work independently with little supervision.
- Work under stressful conditions.
- Understand and follow oral and written instructions.
- Operate and use modern office equipment including computer and computer programs.
- Physical ability to perform essential functions of the job.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education:	High school diploma or equivalent. Associates degree from an accredited college/university preferred.
Experience:	Two years in building construction and/or building inspection
License or Certificate:	International Code Council (ICC) Certification as a building, mechanical, electrical, and plumbing inspector, and must obtain a certification as a combination inspector within the first twelve months of employment. Must possess, at the time of employment and continuously throughout employment, a valid Nevada driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Duties are performed in an office environment or in the field. Exposure to a variety of weather conditions may occur while driving or conducting field inspections. Physical exertion is required for frequent bending, reaching, kneeling, sitting or standing for prolonged periods of time. Must be able to handle stressful situations, climb ladders and walk on high roofs and must be able to carry/lift/push or pull loads of up to 75lbs.

Job Hazards/Risk Factors

Employees risk physical hazards from obstacles, debris, noxious fumes, toxic chemicals, drugs, drug paraphernalia and angry and volatile citizens.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
October 2009
May 2011 (department)
June 2013 (License updates & Safety Sensitive)