



BUILDING INSPECTOR

Class Code:
3120

Bargaining Unit: Unaffiliated

CITY OF AUBURN
Established Date: Mar 16, 2007
Revision Date: Dec 6, 2021

SALARY RANGE

\$6,200.44 - \$7,621.74 Monthly

POSITION DETAILS:

This position performs technical work in the inspection of buildings and sites to assure compliance with building and land use regulations and ordinances.

PRIMARY DUTIES:

*Performs as an integral participant in providing customer service to the Permit Center by assisting and advising the general public, architects, designers, and builders on the construction and inspection processes and Building Code requirements.

*Inspects structural, plumbing, and mechanical installations for compliance with the appropriate codes, applicable regulations, and approved plans and specification.

*Investigates complaints and makes inspections of existing buildings to determine if hazardous or illegal conditions exist.

*Examines buildings for use and locations; investigates complaints of zoning and planning violations.

*Answers inquiries of the public on residential, commercial, and industrial construction codes and requirements.

*Issues notices to correct code compliance problems.

*Prepares written reports and maintains computer logs of inspection reports and related files.

*Maintains a current working knowledge of regulations and limitations of all codes and ordinances that are enforced by the Building Division to include construction regulations for residential, commercial, and light industrial.

*Maintains current knowledge of building construction technology and codes including standards practices and methods of all types of residential and commercial construction.

*Continuously improves work tasks through evaluating recurring processes and coordinating with appropriate stakeholders to facilitate implementation of improvements to increase efficiency, minimize waste, and provide customer benefit.

*Enters information into database systems, and performs word processing functions; uses repetitive hand/arm movements in using computer applications.

*Reads and objectively interprets ordinance requirements and other applicable regulations.

*Understands construction drawings and construction principles and independently reads and interprets construction plans, blueprints, schematic drawings, and construction specifications in both electronic and paper forms.

*Communicates effectively with the public, some of whom may show anger or hostile behavior, in a face-to-face setting; deals tactfully and courteously with the coworkers and other City employees, occasionally in difficult customer service situations.

*Produces written reports and other documents with clearly organized thoughts using proper sentence structure, punctuations and grammar.

*Independently performs routine work tasks.

*Regular, reliable, and punctual attendance

*Due to internal and external customer service needs, the incumbent must be able to work a full-time schedule, onsite (appropriate City worksites).

*Works effectively under pressure and with frequent interruptions.

*Completes work and projects in a thorough and timely manner.

*Understands and follows directions from supervisors, posted work rules, and procedures.

*Works courteously and effectively with public officials, citizens, contractors, vendors, developers, supervisors, and other employees, both in person and over the telephone; assisting them with a wide variety of information pertaining to City and department.

*Shows initiative in performing job functions.

*Performs related duties as required.

*Periodically is required to staff the Permit Center.

* = Primary function.

MINIMUM QUALIFICATIONS:

Two (2) years of college-level course work in building technology, or related field,

AND

Two (2) years of journey-level experience in general building construction (Experience as a Building Inspector or Plans Examiner in a public agency may substitute for the education and experience on a year-for-year basis);

OR

a combination of education, training, and experience that indicates the ability to successfully complete the essential elements of the job listed above.

ADDITIONAL INFORMATION:

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

While performing the duties of this job, the incumbent works both indoors and outdoors, sometimes in inclement weather; is regularly required to sit, talk and hear; bend, stoop, crawl, and climb ladders or steps; frequently required to work and use hands to finger, feel, or handle writing utensils, computers, and office supplies; occasionally is required to stand and reach with hands and arms; walk over rough, uneven, or rocky surfaces and work in a variety of weather conditions with exposure to the elements. Occasionally the incumbent may be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus. Because of the nature of work, the employee may be required to deal with irate, disgruntled, and sometimes hostile individuals requiring the use of conflict management skills. The employee is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure, tact, patience, and courtesy at all times.