



Job Description
Job Code: 507
Range: 18

BUILDING INSPECTOR

DEFINITION: Under direct supervision of the Building Official, inspects building projects and determines their degree of code compliance; serves customers at the front counter and advises them as to code requirements; reviews plans for code requirements; investigates code and illegal sign violations; permit processing which may include assisting the Building Official in compilation and writing of monthly reports; performs MS4 storm water inspections and investigates violations and performs related duties as assigned.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Inspection of residential and commercial vertical building projects to ensure compliance with applicable codes; provides customer service to residents and contractors along with advising them as to code requirements; receives, reviews and comments on plans submitted by residents and contractors including providing redlines of areas needing corrections; logs receipt of plans into the City's permitting system; routes the received plans to the various other City departments for their comment and review; issues permits after the plans have been reviewed and tracks the permits to ensure all required inspections are performed; compiles monthly building permit and activity reports; performs inspections and provides enforcement related to the ADEQ MS4 Storm Water program.

Through self-initiated activity and citizen complaint, investigates possible or real violations of the Zoning Ordinance; contacts property owners or tenants through physical or written contact; follows up on violations to ensure they are being corrected; files complaints in court and represents the City in court when necessary.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS

Knowledge of applicable Federal, State and local laws, ordinances, statutes, rules, regulations, policies, and procedures.

Knowledge in the use of a personal computer and compiling reports.

Knowledge of city codes relating to signs and ordinance violations.

Knowledge of the types of construction in the Verde Valley.

Knowledge of the International Building Codes and City of Cottonwood specific building codes.

Skill in developing and maintaining effective interpersonal relations.

Skill in providing exceptional customer service

Skill in reviewing building plans and ensuring compliance with applicable codes

Skill in utilizing permit and code violation software.

Skill in conducting research and providing meaningful results.

PHYSICAL REQUIREMENTS: This classification requires agility and balance to use ladders for accessing scaffolding and building roofs, ability to negotiate uneven and steep terrain, be able to enter and be mobile in crawl spaces, attics, and other confined spaces. An incumbent may occasionally need to move an object weighing less than 50 pounds.

Building Inspector – (Continued)

MINIMUM QUALIFICATIONS: The equivalent of International Code Council (ICC) certification as a Building Inspector or ability to obtain certifications within 12 months, and three (3) years construction or building inspection experience. Possession of a valid Arizona driver's license.