

Building Inspector

POSITION SUMMARY:

Inspect commercial, industrial, residential buildings or related structures to ensure compliance with applicable building codes, regulations and ordinances; work with the general public, developers and contractors to maintain code requirements and resolve issues related to code compliance and perform a variety of technical tasks relative to assigned areas of responsibility.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive general direction from higher level supervisory or management staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Review commercial, industrial and residential building plans and specifications to ensure compliance with all applicable codes, ordinances and regulations including accessibility standards for the disabled.
2. Conduct commercial, industrial, and residential inspections including structural slabs and foundations, seismic components, framing, wallboard, insulation and related construction elements to ensure compliance with all applicable codes, ordinances and regulations.
3. Inspect new and replacement installations, repairs and upgrades within assigned area of inspection responsibility.
4. Conduct final inspection of facilities and related structures to ensure building is safe for occupancy; issue certificate of occupancy.
5. Issue appropriate notices on structures which do not comply with applicable codes, regulations or ordinances within assigned area of inspection responsibility.
6. Inspect commercial, industrial and residential structures for damage caused by floods, fires or other causes; determine whether building is safe for use, requires repairs or condemnation and issue appropriate notices.
7. Investigate damaged, dilapidated and ruined commercial, industrial and residential buildings; initiate condemnation to the City Council; testify at all pertinent hearings.
8. Input and maintain various inspection records.
9. Maintain awareness of new inspection codes and regulations within assigned area of inspection responsibility.

SUPPLEMENTAL FUNCTIONS:

1. Respond to inquiries from the public and contractors regarding applicable codes and regulations within assigned area of inspection responsibility.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

High School diploma or GED plus eight (8) years' experience in building inspections or construction of commercial, industrial, residential buildings or related structures, three (3) of the eight (8) years must be at a journeyman or foreman level or equivalent.

Education is interchangeable as follows: a maximum of two (2) of the eight (8) years' experience required may be substituted by 60 credit hours of the building inspections filed curriculum from an accredited college of technical school.

ADDITIONAL REQUIREMENTS:

Possession of a New Mexico Driver's License (Class D) or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within six (6) months from date of hire.

Possession of certification issued by the State of New Mexico as a Building Inspector.

Possession of a national recognized Commercial and Residential Building Inspector's certification acceptable to the State of New Mexico within one (1) year from date of hire into position.

PREFERRED KNOWLEDGE:

- Principles and practices of residential, commercial and industrial building inspection
- Principles and procedures of record keeping
- Methods and materials used in construction of residential, commercial and industrial structures
- Principles and practices of residential, commercial and industrial buildings plan review
- Advanced principles of mathematics including algebra
- Technical drawings, advanced mathematics, handbook formulas and tables
- Occupational hazards and standard safety practices
- Pertinent Federal, state and local laws, codes, ordinances and regulations related to assigned area of inspection responsibility

PREFERRED SKILLS AND ABILITY:

- Inspect residential, commercial and industrial construction to ensure compliance with applicable codes, standards and regulations
- Read construction documents and specifications
- Understand, interpret and explain applicable inspection codes and ordinances
- Read and interpret blueprints and specifications
- Maintain accurate logs and records
- Perform residential, commercial and industrial building plan review activities
- Apply mathematical principles to verify calculations to ensure that drawings and specifications are in compliance with applicable codes
- Respond to requests and inquiries from the general public
- Work independently in the absence of supervision
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work

WORKING CONDITIONS:

Environmental:

Office and field environment; travel from site to site; exposure to heat, cold, noise, dust, grease, smoke, fumes, gases, electrical energy, moving objects/vehicles, inclement weather conditions; work at heights on scaffolding and ladders; work or inspect underground; work on slippery or uneven surfaces; work around heavy construction equipment.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying; bending, stooping, kneeling, crawling; climbing with both legs and arms; operating motorized equipment.