BUILDING INSPECTOR III

POSITION SUMMARY

The full time Building Inspector III position is a strong customer service-oriented position. Under direction of the Building Official, coordinates the Building and Safety Code compliance inspection activities of the City of Dickinson & Stark County Building Department; including building and safety services and activities; reviews plans and specifications for buildings, fire, and mechanical systems; reviews license requirements for contractors and city licenses; coordinates assigned activities with other departments, outside agencies, contractors, developers and the general public; provides high level staff assistance to the Building Official. Inspects structural installations for conformance to the Municipal codes, Sanitation standards, and construction specifications set forth by the State of North Dakota Building and State of North Dakota Plumbing Codes adopted by the City of Dickinson & Stark County. The work involves maintaining written reports on each inspection. This position requires knowledge on multiple Building and Codes specialties. The Building Inspector III position shall function as the Building Official in the his or her absence.

RESPONSIBILITIES

Essential Duties:

- Performs required inspections on all types of residential and commercial structures under construction to ensure compliance with adopted codes. Performs inspections on remodel projects for existing structures to include: reviewing plans and specifications of construction diagrams; verifying proper sizes and spans of building materials; approving adjustments or exceptions to building codes; and, reviewing and responding to complaints regarding the inspections of existing structures.
- Performs plan reviews on new building projects and additions to existing structures and approves plans for construction.
- Provides support for Manufactured Housing Licensing.
- Assists Code Enforcement by preparing letters and correspondence to homeowners, contractors and developers regarding building code enforcement violations; signs complaints and follows-up with business and homeowners as necessary to schedule inspections.
- Prepares and submits various reports to state regulatory agencies; assists in the preparation and submittal of a variety of reports to boards and commissioners.
- Conducts meetings with contractors, architects, home and business owners regarding building code and zoning issues.
- Provides documentation and witness testimony for City Prosecutor.
- Tasks are multiple and diverse with some interrelationship across processes. Handles unrelated functions.
- Monitor budget activities, may be responsible for budget; has budget expenditure authority.
- Provides Contractor License training.
- Performs other duties of similar nature or level as required.

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Knowledge, Skills and Abilities (position requirements at entry):

- Codes pertaining to building, plumbing, mechanical, and property maintenance;
- State codes pertaining to building constructions;
- State laws pertaining to City planning and zoning procedures;
- Federal laws pertaining to ADA.
- Proficient Engineering, architectural and mechanical principles;
- Proficient in principles and techniques of plan examination;
- Reading and interpreting complex construction plans, architectural blueprints, and schematic diagrams;
- Writing clear and concise reports and memos;
- Maintaining accurate files and records;
- Interpreting codes and regulations;
- Using a variety of office equipment and related applications;
- Interacting with regulatory officials and agencies;
- Inspecting building structures and renovations;

Judgment/Decision Making:

- Performs duties within scope of general City and Stark County policies, procedures and objectives.
- Analyzes problems and performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired results.
- Uses independent judgment within accepted practices.
- Judgment requires accuracy because errors could potentially result in structural and or system damage and affect life, safety and general well-being of the public.
- Makes recommendations that affect policies, procedures and practices.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Manages staff through supervisors and has some human resource responsibilities for direct reports. Organizes and directs the work activities of staff. Makes disciplinary and hiring recommendations.
- The Building Inspector III position shall function as the Building Official in their absence.
- Assists with training of other staff members
- Provides training of Contractors and the General Public.
- Facilitates and assists license testing of Mechanical Contractors.

Relation to Others:

- Regular contact with others including the general public and staff. Contact usually involves discussion related to interpretation of policies and/or programs.
- Handles sensitive and/or complex information.
- Assess and diffuse problem situations and requires influencing others to reach consensus. Explores alternative and creative solutions to meeting the needs of customers.

- Communication is generally one-on-one and shall include an occasional small group meeting. May assist with media inquiries.

SKILLS

Education and Experience (position requirements at entry):

- Associate's Degree in Civil Engineering, Architectural Design, Architectural Drafting or related field or Bachelor's Degree preferred.
- Eight or more years' experience as Journeyman level position in Plumbing, Electrical, Mechanical, Fire, Building with five or more years' progressively responsible supervisory experience, in a building and/or code enforcement position.
- Or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Building Certification from International Codes Council (ICC) - (at hire)
- Journeyman Plumbers License – or Mechanical Certification for the International Code Council. (at hire).
- Manufactured Homes Inspection Certificate issued by the North Dakota Department of Commerce. (within 6 months of hire).
- Valid Driver's License – at hire.
- UMAC License (within 6 months of hire)

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Movement may be restrained or confined.
- Incumbent may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, chemical, inadequate lighting, work space restrictions and intense noises.
- Incumbent may be subjected to a hostile public environment, possible exposure to heavy equipment construction activities and of hazardous substances and pesticide application exposure. Training and protective measures will be taken to protect and train employees.
- Work will require routine travel.

Classification: Class 17
FLSA: Non-Exempt
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Updated: