BUILDING INSPECTOR I

POSITION SUMMARY

This general inspection position is responsible for enforcement of the City of Dickinson adopted building codes and requirements for residential, commercial, and industrial construction. Other responsibilities are to serve as a resource to property owners, residents, businesses, the general public, and other City departments in order to enhance and preserve the health, safety, and welfare for the City of Dickinson.

RESPONSIBILITIES

Essential Duties:

- Performs required inspections on all types of residential and commercial structures to ensure all structure components comply with adopted codes.
- Prepares 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.
- Performs property use inspections.
- Performs inspections for mobile home license.
- Performs inspections for set up manufactured home permit.
- Performs other duties of a similar nature or level as required.

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

- General knowledge of local and state codes pertaining to building, plumbing, mechanical, and property maintenance;
- General knowledge of engineering and architectural principles;
- General knowledge and ability to read and interpret construction plans, architectural blueprints and schematic diagrams;
- Ability to write clear and concise reports and memos utilizing Microsoft Office, Adobe, and GIS as tools;
- Ability to maintain accurate files and records;

Judgment/Decision Making:

- Performs duties within scope of general City policies, procedures and objectives.
- Analyses problems and performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired results.
- Regular exercise of independent judgment within accepted practices. Judgment requires accuracy because errors could potentially result in inaccurate reports, incomplete or misleading information, unsound recommendations, or incorrect decisions.
- Makes recommendations that affect policies, procedures and practices. Refers unusual problems to supervisor.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- No supervisory responsibilities, but assists with training other staff members.
- Lead worker over others in the department and/or provides work leadership and direction for employees which includes training other staff members.

Relation to Others:

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- Regular and substantial contact with others, usually involving discussion related to the interpretation of policies or rules.
- Works directly with the City of Dickinson attorney for compliance resolution.
- Will include fielding telephone calls, receiving and directing visitors/customers for administrative personnel.
- Assesses and diffuses problem situations which requires influencing others to reach consensus. Explores alternative and creative solutions to meet the needs of customers.

SKILLS

Education and Experience (position requirements at entry):

- High School Diploma or GED. Associate's Degree in Civil Engineering, Architectural Design, Architectural Drafting or related field, or specialized training or certifications is preferred.
- One or more years of experience in general contracting or related field.
- Or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License – at hire.
- Building Inspector Certification from International Codes Council (ICC) - (within 2 years of hire).
- Manufactured Homes Inspection Certificate issued by the North Dakota Department of Commerce (within 2 years 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.
- Working conditions involve frequent exposure to moderate risk of accident and required following basic safety precautions; frequent exposure to unpleasant elements.
- Physical demands include moderate physical activity that includes prolonged standing and/or walking handling moderate weight objects and/or using or carrying equipment.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, chemicals, inadequate lighting, work space restrictions and loud noise.
- Must possess mental acuity for attention to accuracy and detail.
- Specific vision abilities required by this job include distance vision, close vision, peripheral vision and depth perception, with or without correction.
- Must be able to hear in the normal range with or without correction and be able to hear clearly when working around equipment and traffic.
- Work may require routine travel.

Classification: Grade 14 (G-14)
FLSA: Non-Exempt
New position created: 10/1/2019 By Building Official Schwindt, CA Gaa, HR Nameniuk City
Commission Approved: 11/05/2019

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Updated: 4/28/2023 by BO Schwindt, Eng. Skluzacek, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.