

BUILDING INSPECTOR II

POSITION SUMMARY

This advanced 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. a strong customer service-oriented position and is responsible for inspecting structural installations for conformance to the municipal codes, sanitation standards, and construction specifications set forth by the state of North Dakota building and plumbing codes. Responsibilities include maintaining written reports on each inspection and requires advanced knowledge of multiple building and codes specialties.

RESPONSIBILITIES

Essential Duties:

- Performs required inspections on all types of residential and commercial structures to ensure compliance with adopted codes.
- Completes plan reviews; 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.
- Conducts code education, training, and collaboration with city staff, contractors, developers and the general public.
- Assists in the preparation and submittal of a variety of reports to boards and commissioners.
- Performs other duties of similar nature or level as required.

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

- Knowledge of local and state codes pertaining to building, plumbing, mechanical, and property maintenance;
- Knowledge of basic engineering and architectural principles;
- 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 exceptions to policy and procedure to supervisor.

RELATIONSHIPS

BUILDING INSPECTOR II

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:

- 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 or Bachelor's Degree preferred in Construction Management, Civil Engineering, Architectural Design, Architectural Drafting or related field,
- Sufficient experience to have the knowledge and abilities to perform the major duties of this position, usually associated with the completion of an apprenticeship/internship, specialized training in this field or having had a similar position for five or more years.
- Or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements

- Valid Driver's License
- Building inspector or mechanical certification from International Codes Council (ICC) within 12 months of hire.
- Employees performing plumbing inspections must also hold a current State of North Dakota master or journeyman license in the field.
- Manufactured Homes Inspection Certificate from North Dakota Department of Commerce (within 24 months of hire).

WORKING CONDITIONS

Working Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions, may be subjected to inadequate lighting, intense noise, and frequent exposure to unpleasant elements.

BUILDING INSPECTOR II

- Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Movement may be restrained or confined.
- Work requires routine, local travel
- 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.

Classification: Grade 15 (G-15)

FLSA: Non-Exempt

Reclassify Building Inspector 2013 to Building Inspector II: 10/01/2019 By BO Schwindt, CA Gaa, HR Nameniuk, Approved by City Commission: 11/05/2019

Updated: 9/9/2022 by HR Nameniuk, BO Schwindt, CDD/Engineer Skluzacek. 4/21/2023 by BO Schwindt, CDD/Engineer Skluzacek, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025