

## **Building Inspector**

Department: Community Development

Division: Building

FLSA Status: Non-Exempt

Grade: 106

### Job Summary

There are four primary responsibilities for this position:

- 1) Performs a variety of commercial, industrial, residential plan review and building and safety inspections of new and existing properties for compliance with Town adopted regulations and building codes.
- 2) Manages, coordinates and reports building efficiency and renewable energy programs for the Community Development Department's responsibilities outlined in the Town's Crested Butte's Climate Action Plan
- 3) Code Enforcement
- 4) Supports the Town's Public Works Department in managing the design and new construction/reconstruction of existing Town facilities.

### Duties and Responsibilities

#### Building Inspector

1. Reports to the Town's Chief Building Official and collaborates with the Town's Public Works director.
2. Conducts permit plan review.
3. Inspects new and existing industrial, commercial and/or residential buildings and construction for conformance to codes, regulations, plans, specifications, and standards.
4. Interprets building and zoning code regulations.
5. Issues permits; calculates and collects fees.
6. Confers with and provides information to developers, engineers, architects, property owners, contractors, and others in regard to code requirements and alternatives; resolves complaints and issues wherever possible.
7. Investigates complaints of existing buildings to determine appropriate usage and possible hazardous/life-safety issues.
8. Reviews plans and specifications for buildings and related construction involving installation, remodeling, replacement, and repair for use in performance of inspections.

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9. Documents and maintains accurate records of inspections, actions taken and regulatory efforts; prepares written reports and correspondence and issues notices to correct code violations.
10. Develops and maintains knowledge of construction technology, materials and methods, and updates code knowledge.
11. Ensures that safe work practices and procedures are followed, and that appropriate safety equipment is utilized.

### *Building Energy Efficiency Analyst*

1. Track and record energy assessments for residential remodel projects.
2. Track and record ZERH Program HERS Index results for new residential projects
3. Supports and provides technical assistance for building efficiency, building electrification and renewable energy projects in the Town.
4. Identify, help create and implement new program opportunities to improve building efficiency within the Town's municipal buildings and the community at-large

### *Code Enforcement*

1. Building Code Compliance
2. Building and lighting code enforcement and administration.

### *Construction Management Support*

1. Provides management or support to the design and plan development for new construction/reconstruction of existing Town facilities
2. Provides management or support of new construction/reconstruction in existing Town facilities

## Required Knowledge and Skills

### Knowledge of:

- Mathematics, including algebra, geometry and trigonometry, and its application to building/construction inspection work.
- Construction and inspection practices, procedures, and techniques.
- Applicable codes and regulations as adopted by the Town
- Zoning and Land Use codes.
- Procedures for documentation of inspections and correction of violations.
- Construction methods, materials, and equipment.
- Safety practices and techniques.
- Techniques for dealing effectively with co-workers and the public.
- Preference for experience with building efficiency techniques and technologies, building electrification, renewable energy, and general built environment sustainability
- Supports education of building community and the public.

Skill in:

- Interpersonal communication
- Inspection of materials, workmanship, and the construction and installation of various systems; and detect and locate faulty materials and poor work quality.
- Gathering and compiling information; preparing accurate reports.
- Consistently applying concepts, laws, techniques, approaches, and guidelines of professional work in the field of building inspections.
- Interpreting maps, site and building plans, graphs, and specifications.
- Operating office equipment, including computers and associated software.
- Organizing and prioritizing work and meeting critical deadlines.
- Using initiative and independent judgment within established procedural guidelines.
- Basic administrative and budgetary accounting.
- Maintaining attention to detail and accuracy while meeting critical deadlines.
- Interpreting, coordinating, and enforcing a variety of laws, codes, ordinances, special requirements, and other standards applicable to the construction industry
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Establishing and maintaining effective work relationships with staff, coworkers, and the public.

### Minimum Job Requirements

Equivalent to high school diploma and three (3) years of experience in the inspection and enforcement of building codes.

Must possess or be able to acquire a valid International Code Council certification as a residential building inspector. Must possess or be able to acquire a valid International Code Council certification as a commercial building inspector, mechanical inspector, and plans examiner certifications within four years.

Must possess a valid Colorado Driver's License or obtain one within thirty (30) days of employment.

Construction management experience desired.

### Background Investigation

Employment is contingent upon the results of a comprehensive education/experience background investigation and a criminal history record check.

### Working Conditions and Physical Effort

Strength and physical ability to perform duties in a variety of settings; operate a motor vehicle to attend meetings and inspect properties; stamina to stand, walk, climb, crawl

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and work in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds of force; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work is subject to performance under adverse environmental conditions, with exposure to potentially hazardous fumes, solvents, chemicals, and electrical currents.

*This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.*

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