

## **BUILDING INSPECTOR III**

### **JOB PURPOSE AND SUMMARY**

Inspects residential and commercial construction sites to assure that construction and materials conform to approved plans, local zoning, building, fire, plumbing, and mechanical codes. Notifies builders and contractors of corrections required.

### **CLASSIFICATION DISTINCTIONS**

The Building Inspector III position is the highest level in the alternately staffed Building Inspector job family. The Building Inspector III is the journey-level and performs the full work of the classification. Duties include performing inspections for building, plumbing, and mechanical facilities. Incumbents work under the guidance and direction of a Lead Building Inspector, and report to the Chief Building Official.

An employee hired as a Building Inspector I is expected to progress to the next level, Building Inspector II. The Building Inspector II is expected to progress to the Building Inspector III level.

### **EXAMPLES OF DUTIES**

- Conducts on-site building inspections during construction; verifies location on lot, dimensional and structural conformity to approved plans and use of approved building materials of the proper size and quality for the specific application.
- Performs plumbing inspections and observes tests of all plumbing and sewage disposal systems, repairs, alterations, renovations and installations.
- Inspects mechanical installations such as air handling units, furnaces, air conditioners, evaporator coolers, ventilation systems, refrigeration systems, incinerators, and gas piping.
- Notifies builders and installers of building, plumbing and mechanical code violations and stipulates corrections required.
- Writes and posts stop-work orders when code violations necessitate complete work stoppage.
- Provides plumbing, building and mechanical code interpretations when required.
- Inspects abandoned and dangerous buildings, mobile home installations and answers complaints on zoning code violations.
- Inspects buildings for plumbing, building and/or mechanical code compliance.

- Performs inspections of residential, commercial, and public curbs, driveways, sidewalks and construction sites as directed to assure conformance with County standards, zoning codes, and specifications and to assure proper drainage.
- May review building, plumbing and mechanical drawings as required to establish code compliance.
- Maintains a positive, professional approach to builders, installers, and/or other interested parties.

### **QUALIFICATIONS**

- Must possess certification for building inspector, plumbing inspector and mechanical inspector through ICC, IAPMO, IMC or other approved organizations upon hire or promotion to the position.
- Must possess, or have ability to obtain a valid driver's license at the time of hire.

**Knowledge of:** All phases of plumbing, building and mechanical inspection for commercial and residential structures; Uniform Building, Plumbing and Mechanical Codes and local zoning ordinances.

**Ability to:** Interpret residential and commercial building plans and specifications; conduct, proficiently, all phases of plumbing, building and mechanical inspection for commercial and residential structures; communicate clearly and tactfully, orally and in writing; effectively maintain harmonious relationships with customers, and diffuse difficult or highly charged situations.

### **CONTINUING QUALIFICATIONS FOR BUILDING INSPECTOR JOB FAMILY**

Incumbents must be able to successfully perform inspections of building, plumbing, and mechanical facilities to be considered fully effective in the Building Inspector job family. Incumbents may be hired at a lower level, but are expected to reach the full journey-level – Building Inspector III level – within the timeframes outlined below.

- The Building Inspector I is the entry-level into the Inspector job family. An incumbent hired at the entry level is expected to obtain the qualifications to move to Building Inspector II.
- Building Inspector II qualifications require certification as a residential building inspector, commercial building inspector, and plumbing inspector through ICC, IAPMO, or other approved organizations.

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- An incumbent at the mid-level must obtain the qualifications to move to Building Inspector III. Qualifications for a Building Inspector III require the additional certifications of residential mechanical inspector and commercial mechanical inspector through ICC, IAPMO, or other approved organizations.

Employees are required to meet the following minimum criteria within the timeframe outlined below:

- Obtain their plumbing certification and at least one building certification within 12 months of hire or promotion.
- Obtain at least one mechanical certification within 18 months of hire or promotion.

Incumbents who fail to meet these minimum qualifications will be considered “below expectations” in performance and will be subject to corrective action and/or discipline, up to and including termination, for failure to achieve performance standards.

*[Note]* A new hire will be required to serve a probationary period of six months from the original date of hire and/or according to contract and policy language. If the incumbent qualifies to promote to the next alternately staffed level during the probationary period, he/she may be promoted with manager’s approval but must still complete the original probationary period. An incumbent promoted to a higher level following his/her probation shall not serve an additional probationary period, as per contract and policy language.

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