



City of Tempe

BUILDING INSPECTOR I+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	218	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$24.208173
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$32.681250
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Building Inspector II+
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Technicians

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives immediate supervision from the Building Inspection Manager or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of journey level building construction experience.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by college level courses in engineering, architecture or construction.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Requires the possession of a valid driver's license at the time of application. ● Possession of, or required to obtain within 12 months of hire, one of the following certifications from a recognized code publishing organization: <p style="margin-left: 20px;">Building Inspector, Electrical Inspector, Plumbing Inspector, Mechanical Inspector, Building Plans Examiner, Combination Plans Examiner, Accessibility Inspector/Plans Examiner, Residential Combination Inspector, Commercial Combination Inspector, Reinforce Concrete Special Inspector, or Pre-stressed Concrete Special Inspector.</p>

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of general building inspection work in securing compliance with municipal building codes, electrical, mechanical and plumbing codes, zoning and other related ordinances; and to perform a variety of tasks relative to assigned area of responsibility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Inspect industrial, commercial and residential buildings during various stages of construction or remodeling and existing buildings and structures to ensure compliance with applicable codes and regulations of City, State and Federal agencies.
- Check plans for compliance with code requirements and discrepancies before and after issuance of permits.
- Inspect existing buildings for change of use or occupancy for compliance with applicable codes and ordinances.
- Inspect damaged or dilapidated buildings for safety; conduct inspection on fire damaged buildings; determine extent of damage, safety factors and necessary permits required for building; prepare and file reports.
- Inspect buildings being moved within or into the City to check for compliance with all codes; inspect building being demolished to protect adjacent property and the public.
- Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine building system elements.
- Conduct field inspections of businesses with tax and liquor licenses to ensure conformance with the building codes and zoning ordinances.
- Coordinate inspection, and building code investigations activities with other City departments and divisions; confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- Inspect installation of mobile homes.
- Maintain files of inspections, building code investigations and issued permits; review files for inactive, revoked or expired permits and code violations; initiate action against expired permits or to correct code violations.
- Receive phone calls; answer questions and provide information about construction site inspections, building code investigations and code regulations.
- Review new materials and methods used in building construction; attend training courses to learn of new codes and other building inspection regulations; take an active part in the training process.

- Investigate alleged building, electrical, plumbing, mechanical, accessibility, energy and zoning code violations using their knowledge of the City of Tempe’s codes and processes to the benefit of all customers to ensure that minimum code standards are met.
- Conduct research and field investigations of applicable codes and ordinances to determine existing non-conformance status; research various public records including approved plans, specifications, construction permits, plan review reports, legal property descriptions, and County ownership records.
- Issue notices to comply and prepare written correspondence to owners and occupants of affected buildings and structures; explain code violations and compliance requirements.
- Coordinate prosecution efforts through the City Prosecutor's office; prepare and present evidence to the City Court; photograph and document the conditions of violation for evidence and identification purposes.
- Monitor cases, including conducting follow-up inspections, and maintain contact with responsible individuals until compliance is achieved.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Climb stairways, ladders, and work on elevated structures;
- Work in a stationary position for considerable periods of time;
- Operate computers;
- Extensive reading and close vision work (reviewing building plans and records);
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc. (inspects damaged buildings);
- Exposure to hazards of electrical shock, falls, noise, equipment operation (inspects unsafe structures and un-permitted work);
- May require weekend emergency inspections (extended hours).

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY
<i>Revised July 2003 (change to certification requirements)</i> <i>Revised October 2000</i> <i>Revised March 1996</i> <i>Effective November 1988</i> <i>Revised August 2007 (update license/certificate)</i> <i>Revised February 2017 (updated essential functions)</i>