JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Civil Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Inspector</td>
<td>Yes</td>
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<table>
<thead>
<tr>
<th>Department:</th>
<th>Bargaining Unit:</th>
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<tbody>
<tr>
<td>Community Development</td>
<td>AFSCME</td>
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<thead>
<tr>
<th>Reports to Position:</th>
<th>Pay Grade:</th>
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<tbody>
<tr>
<td>Building Official</td>
<td>AFSCME Step 5</td>
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<table>
<thead>
<tr>
<th>Location:</th>
<th>Overtime Status:</th>
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<tbody>
<tr>
<td>City Hall</td>
<td>Paid Overtime</td>
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<table>
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<tr>
<th>Effect. Date:</th>
<th>FLSA Status:</th>
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<tbody>
<tr>
<td>2/3/11</td>
<td>Non-Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):
This is a technical position within the Building Inspection Department. This position provides inspection services related to enforcement of City building, zoning, sidewalk, nuisance and related regulations. Work involves review of building plans and specifications, inspection of building construction, communication with contractors, the general public and appeals boards. Work also includes inspection of the construction, reconstruction, and repair sidewalks, sewers and other construction related projects.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Conducts inspections and enforces Building, Electrical, Plumbing and Mechanical Codes, Zoning Ordinance, Subdivision Ordinance, Nuisance Ordinance, Housing Code, Dangerous and Abandoned Building Code, and Sidewalk Ordinance, and other development related codes and ordinances.
- Checks building plans to assure compliance with applicable codes and ordinances.
- Coordinates with other city departments with regard to enforcement of Fire Code, Zoning Ordinance, Sign Ordinance, Sidewalk and Driveway regulations and other development related codes.
- Maintains records of all inspections, conditions noted and corrected, and prepares additional records and reports as required.
- Performs related work as required.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Working knowledge of principles and practices of modern building code enforcement.
- Working knowledge of construction principles and practices related to building, electrical, mechanical and plumbing trades and public improvements construction.
- Working knowledge of state and local Building, Electrical, Plumbing and Mechanical Codes, Zoning Ordinance, Subdivision Ordinance, Nuisance Ordinance, Dangerous and Abandoned Building Code, and Sidewalk Ordinance, and other development related codes and ordinances.
- General knowledge of the City’s geography, including general soil and hydrological information as it affects building and public works construction.
- Working knowledge of engineering maps and records.
- Physical ability to work long hours on construction sites outdoors; occasionally under adverse weather conditions.
- Ability to read and understand engineering and construction drawings and specifications.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Ability to communicate with the public in a professional manner at all times.
- Ability to keep and maintain records in an organized and orderly way.
ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevel grades, heavily vegetated areas for the purpose of surveying and construction inspections.
- Ability to bend, stoop, climb and otherwise move about a construction site for inspections of construction work to assure compliance with applicable codes and ordinances.
- Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.
- Ability to read, write, speak, and understand English to communicate effectively and professionally with fellow employees, contractors and the general public via telephone or face-to-face.
- Ability to accurately observe construction work and conduct testing procedures to determine compliance with standards and ordinance requirements.
- Ability to read and interpret regulations and ordinances governing construction of buildings and public works.
- Ability to operate telephone, calculator, measuring devices.
- Ability to work long hours outdoors occasionally under adverse weather conditions.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

- High School Diploma.
- Two years experience in building or construction or inspection.
- Additional course work, training or experience in drafting desirable.
- Any equivalent combination of training and experience may be acceptable.
- Must have valid Iowa driver's license.

WORKING CONDITIONS

List working conditions for this position:

- Works outdoors every day and may be exposed to adverse weather conditions
- May often work indoors or from vehicle.
- May encounter contaminants and/or hazardous materials during inspections.
- Works a standard work week
- May be required to work some overtime upon demand of workload

REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical