



Town of Oro Valley Classification Description

Title: **BUILDING INSPECTOR I**
Job Code: 2240
FLSA Status: Non-Exempt

Department: Community & Economic Dev.
Salary Grade: 112

POSITION SUMMARY:

Under general supervision of the Building Official, conducts and documents field inspections of permitted construction activities to ensure compliance with Town building and related codes, laws, ordinances and statutes. Works independently and is responsible for decision making requiring technical discretion and sound judgment to interpret codes and ordinances. Work assignments include residential and light commercial building, and site-specific civil development inspections.

ESSENTIAL JOB FUNCTIONS:

- A. Reviews and inspects permitted plans and specifications for construction projects, ensuring compliance with permitted activities, Town codes and specific ordinances.
- B. Schedules and documents daily inspection activities.
- C. Issues on-site documentation of approval and detailed notices of disapproval of projects.
- D. Identifies and documents defects and deviations from permitted plans, for code-related construction activities; issues related notices; performs follow-up inspections to verify corrections, and completes required reports.
- E. Consults with contractors, property owners and permit holders, to assist them in resolving deficiencies associated with permitted activities, and applicable codes and standards.
- F. Identifies discrepancies, potential conflicts and recommends changes to applicable codes, laws, statutes, and standards; and brings them to the attention of management.
- G. Documents and enters daily inspection results into permitting system; files paper copies as required.
- H. Prepares routine, recurring and special reports for management as assigned.
- I. Operates and performs operator-level service of assigned vehicle.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of:

- Applicable Town building and related codes, laws, statutes, ordinances, and construction industry standards.
- Industry standard building construction practices, methods and materials.
- Principles and techniques of review and evaluation of construction plans, as well as related technical data for compliance with applicable codes and standards.
- Construction permitting process and related software programs.

- Defects or deviations to permitted activities, codes, and standards and the ability to proactively bring them to the attention of permit holders and contractors.

Ability to:

- Participate in and receive training in technical aspects relating to inspection disciplines.
- Maintain attendance at assigned work-station and field construction sites at an acceptable level and to perform the essential functions of the job.
- Enhance certifications and code-related knowledge through associated training and study.

Skill in:

- Understanding Town building codes, laws, statutes, ordinances, and construction industry standards and their application.
- Reviewing construction documents, specifications and associated technical data to verify compliance with appropriate codes and standards.
- Detecting and documenting defects and deviations from permitted construction activities and applicable codes and standards.
- Preparation of routine, recurring and special reports as assigned.
- Operating and performing operator-level servicing of assigned Town vehicle.
- Use of personal computer for data entry, inspection result input, and word processing.
- Communicating effectively, both verbally and in writing.
- Establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Two (2) years' experience in building inspection and/or in the construction field, with public sector building inspector or civil inspection experience preferred.
- **OR** an equivalent combination of education and experience.
- Requires certification as a Residential Building Inspector by a nationally recognized organization within one year of employment. Certification must be obtained and maintained as a condition of continued employment with the Town.
- Must have a valid Arizona Class D Driver's license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed primarily in outdoor environments.