



Town of Oro Valley Classification Description

Title: **BUILDING INSPECTOR II**
Job Code: 2230
FLSA Status: Non-Exempt

Department: Community & Economic Dev.
Salary Grade: 114

POSITION SUMMARY:

Under general supervision of the Chief Building Inspector, conducts inspections on residential and commercial structures to ensure compliance with adopted building and related codes, laws, ordinances and statutes. Is responsible for making decisions requiring technical discretion and sound judgment to interpret the Codes, and involves guiding and training Building Inspector I personnel.

ESSENTIAL JOB FUNCTIONS:

- A. Reviews and inspects permitted plans and specifications for residential and commercial construction projects, ensuring compliance with permitted activities, Town codes and adopted ordinances.
- B. Instructs Building Inspector I personnel in inspection techniques, codes and other pertinent position requirements, construction and inspection processes, along with standard methods and procedures.
- C. Schedules and documents daily inspection activities; performs special inspections, investigative assignments, and routine inspections as needed to meet department objectives.
- D. Assists in resolving operational, technical, and public relations problems; responds to requests for information; investigates hazardous situations, or complaints from agencies and citizens, and initiates appropriate corrective actions; issues notices of violations and citations as required.
- E. Identifies and documents defects or deviations from permitted or code-related inspections to verify corrections, and completes required reports.
- F. Consults with contractors, property owners and construction permit holders, to assist them in resolving problems associated with permitted activities and applicable codes and standards.
- G. Identifies discrepancies, potential conflicts, and recommends changes to applicable codes, laws, statutes, and standards for management's attention and decision.
- H. Prepares reports and correspondence relating to inspection activities and code enforcement; maintains inspection records; prepares materials for legal actions and provides testimony in court as needed.
- I. Documents and enters daily inspection reports into permits system, files and maintains paper copies.

- J. Prepares routine, recurring and special reports for management.
- K. Operates and performs operator-level servicing of assigned vehicle.
- L. Assists the Chief Building Inspector in the performance of his/her duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Applicable Town building and related codes, laws, statutes, ordinances and construction industry standards.
- Materials, methods, and procedures used in residential and commercial construction.
- Associated inspection and building construction activities and processes.
- Construction permitting process and related software programs.
- The stages of construction for optimal detection of defects or deviations from permitted activities, and applicable codes and standards.
- Planning, scheduling and reviewing inspection project work to accommodate the needs of contractors and property owners, to ensure compliance with codes, standards and regulations, and to avoid delays in the construction or modification process.

Ability to:

- Develop the principles and techniques of staff training.
- Train staff in technical aspects of code enforcement.

Skill in:

- Interpreting and applying Town building codes, laws, statutes, ordinances and construction industry standards.
- Reviewing construction plans, specifications, and associated technical data for compliance with appropriate codes and standards.
- Detecting and documenting defects and deviations from permitted construction activities and applicable codes and standards.
- Specifying appropriate corrective actions to remedy discrepancies and to resolve operational, technical and public relations problems.
- Preparation of routine, recurring and special reports for management.
- Operating and performing operator level servicing of assigned Town vehicles.
- Communicating effectively, both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Using personal computer for data entry and word processing.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Four (4) years' experience in building inspection or construction related field, including at least two (2) years' experience in public sector building inspection.

- **OR** an equivalent combination of education and experience.
- Requires current certification as a Residential Combination Inspector and a minimum of two of the following commercial certifications: Building, Electrical, mechanical, or Plumbing, by a nationally recognized organization. Certifications must be maintained as a condition of continued employment.
- **AND** a valid Arizona Class D driver's license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.