

Storey County Job Description

Building Inspector I

Class Title:	Building Inspector I
Reports To:	Community Development Director or designee
FLSA Status:	Non-Exempt
Created:	09/29/08
Last Revised:	08/18/11; 07/01/14; 09/04/19

JOB SUMMARY

Under general direction of the Community Development Director or his/her designee performs technical building inspection work in enforcing compliance with commercial and non-commercial structural, architectural, electrical, plumbing, and other related building codes, regulations, and ordinances; enforces activities as related to the International Building Code (IBC), Nevada Revised Statutes (NRS), and Nevada Administrative Codes (NAC), and related federal, state, and local regulations relating to building inspections, building codes, and code enforcement.

DISTINGUISHING CHARACTERISTICS

This is an entry-level position in the Building Inspector series. The incumbent typically works under general direction of the Community Development Director or his/her designee and is required to perform the full-range of duties required in the Building Inspector Series, including reviewing plans and conducting field inspections of new buildings and structures, additions to and alterations of existing buildings and structures, including commercial and non-commercial buildings and structures, for compliance with codes. The Building Inspector I classification is distinguished from the Building Inspector II classification in the level of experience, education and/or certifications, and the level of supervision and authority received in the line of duties.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Receives building, grading, and other permit applications, plans, and fees; processes applications and plans, and reviews them for completeness and conformance with policies and procedures.
2. Reviews building plans, specifications, and calculations to ensure compliance with codes; approves permit applications and plans prior to permit issuance; calculates permit fees; may assist in coordinating plan review and approvals with other county departments, the Storey County Fire Protection District, Comstock Historic District Commission, applicable architectural review boards, and other agencies.
3. Inspects new buildings and structures and additions to and alterations of existing buildings and structures, for compliance with codes. Assists in preparing detailed reports on the condition of structures, and compliance and non-compliance with codes; issues compliance, non-compliance, and abatement notices; maintains inspection files, conducts follow-up inspections, and applies abatement procedures. With authorization by the director or his/her designee, this position has the

authority to deem a building or structure unsafe or uninhabitable, and to issue orders for stop-work, nuisance and abatement, do-not-occupy, and condemnation.

4. Investigates complaints regarding building and safety hazards and related code violations; determines if action is required, takes appropriate action, and reports status to the Building Official or other department staff for further follow-up.
5. Confers, educates, and coordinates with developers, customers, community groups, property owners, and the public about codes and related subjects; facilitates proactive voluntary code compliance and empowers community self-help programs.
6. Conducts investigations and site inspections; coordinates with other departments on administering applicable land use regulations, zoning, special use permits and variances, court data, corporation status, county assessor, and other databases and organization sources.
7. Remains current on building and life safety codes and regulations for commercial and non-commercial buildings and uses; under direction and guidance, works closely with the planning department and the fire district in administering regulations; and reviews agenda items, inspection reports, special use and other planning permits and reports, and other information to assure existing and proposed uses conform to building and fire codes, zoning codes, FEMA flood hazards zones, and other regulations.
8. As applicable to buildings and construction within designated floodplains, reviews permit applications for commercial and non-commercial development; enforces local floodplain ordinances; assists the floodplain management team in updating ordinances; and assists in floodplain management studies, plans, and mapping activities.
9. Remains current on new and proposed federal and state legislation related to the field; provides comments and recommendations to the director or his/her designee.
10. Coordinates with appropriate building officials, supervisors, entities and other administrators in locating vacant and abandoned buildings and structures; posts notices.
11. During emergencies, may respond to and actively participate in all-hazard Incident Command Systems (ICS); may provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; may assist in coordinating responses among various jurisdictions and functional agencies, both public and private; and may assist in establishing common processes for planning and managing resources in the ICS; may assist departments on their emergency management and ICS plans.
12. Provides telephone and over-the-counter services as needed.
13. May provide assistance to the Building Official, the department Director or other supervisor in order to better develop department goals, objectives, policies and procedures.
14. Maintains all required certifications and licenses; attends and participates in professional group sessions; stays abreast of new trends and innovations related to the field.
15. Serves as a representative of Storey County and the Community Development Department, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.

QUALIFICATIONS

Knowledge of

1. Universal building construction and plan vocabulary, techniques and principles; International Building Codes (IBC) and other federal, state, and county regulations applicable to residential and non-residential construction; and field inspection practices.
2. FEMA National Flood Insurance Program (NFIP) and floodplain management regulations, programs, and practices applicable to buildings and construction.
3. Business and geometric mathematics sufficient to cross-check examine complex building plans and calculations for code compliance, and to calculate building permit and other fees.
4. Correct English usage including grammar, punctuation, and vocabulary.
5. Basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office, and other applicable programs and software.
6. Principles of customer services and working within a team-oriented work environment; methods and techniques for dealing with the public during stressful situations.

Ability to

1. Perform thorough and accurate examinations of basic and complex commercial and non-commercial building and site plans and specifications.
2. Perform thorough and accurate code compliance field inspections; apply complex codes and regulations to practical use and under varying conditions; investigate complaints, evaluate alternatives, recommend appropriate resolutions; enforce regulations with firmness, tact, and impartiality.
3. Perform mathematical calculations applicable to building and site plans and permits; coordinate plan review and approvals with other departments; apply policies and procedures efficiently and in a practical manner.
4. Effectively communicate verbally and in-writing; gather, analyze, and prepare valid and reliable data and information; present to individuals and groups in understandable and persuasive manner; promote constructive and efficient cooperation in a team environment; act courteously and communicate effectively with others in a variety of different emotional states, from a variety of different backgrounds, and with different educational backgrounds and mental capacities.
5. Maintain accurate records; exercise sound independent judgment within established guidelines; work effectively under pressure of deadlines, conflicting demands, and during emergencies.
6. Operate basic modern office equipment including telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office, and other programs and systems applicable to the position; type at a sufficient rate and with accuracy to perform the functions of the position; and operate a motor vehicle for intermittent and extended periods.

7. Consistently demonstrate a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
8. Carry out and actively participate in an assortment of special and ongoing projects.
9. Cooperate and work with staff and co-workers in a supportive and positive manner.
10. As allowable by law, maintain and handle information in a highly confidential manner.
11. Represent the department in the court of law and testify on matters pertaining to building development, code enforcement, violations, and related matters, as necessary.
12. Continue education and training to remain current on latest policies, practices, and required certifications; remain current on new and proposed federal and state legislation related to the field.

LICENSING, EDUCATION & OTHER REQUIREMENTS

1. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
 - High school diploma or equivalent; and
 - At least 1 year of increasingly responsible professional experience with industrial, commercial, and non-commercial inspections, code enforcement, or building trades and construction; and
 - Plans examining experience may be preferred; or
 - Combination of experience and education.
2. International Code Council (ICC) Residential Inspector – required
3. International Code Council (ICC) Commercial Inspector – required within 12 months of hire.
4. Any supplemental certification such as ICC's Plans Examiner, Mechanical Inspector, Plumbing Inspector, and Energy Inspector may be preferred.
5. Possess and maintain a valid Nevada Driver License appropriate for vehicles and other equipment operated.
6. Military experience applicable to the duties of this position may be preferred.
7. The ability to pass a criminal background investigation.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements.** Strength, stamina and dexterity to sit in vehicles operating on rough roads, wildland areas and off-road terrains; walk on uneven or slippery surfaces; climb ladders and scaffolding, and walk on high roof tops; frequent bending, sitting, reaching, kneeling, standing for long periods; occasional lifting of items weighing up to 50 pounds; reaching for items above the head and below the feet; enter confined spaces and other areas; visual acuity for field inspections; strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods; dexterity and coordination to handle files and single pieces of paper; manual

dexterity and cognitive ability to operate a personal computer; ability to communicate via telephone and other telecommunications equipment. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

- **Working Environment.** Work is typically performed under the following conditions: position functions indoors in an office environment where a portion of work is performed at a desk and on a computer, and work is performed in outdoor environments with intermittent to frequent exposure to a variety of extreme weather conditions, including heat, rain, snow, cold, wind, and dust. Work is typically performed independently with reporting directly to immediate supervisor. Frequent travel by motor vehicle and use of other motorized equipment. Work will include periodic contact with angry and upset individuals under stressful situations. Frequent interruptions to planned work activity by telephone calls, office visitors, and response to unplanned events.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.