

Storey County Job Description

Senior Building Inspector

Class Title: Senior Building Inspector
Reports To: Building Official
FLSA Status: Non-Exempt
Created: 09/04/08
Last Revised: 07/01/14

JOB SUMMARY

Under general direction of the Building Official, plans, organizes, and maintains the building inspection function; performs skilled inspections and plan review for commercial and non-commercial structures; enforcement activities as related to the International Building Code (IBC), Nevada Revised Statutes (NRS) and Nevada Administrative Codes (NAC), Storey County ordinances, and all other related federal, state, and local regulations relating to building inspections, building codes, and code enforcement.

DISTINGUISHING CHARACTERISTICS

This is an advance-level position in the Building Inspector series. The incumbent typically works under general to little supervision of the Building Official, and is required to perform the full-range of duties required in the building inspection field, 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 currently adopted codes. The Senior Building Inspector classification is distinguished from the Building Inspector III classification by the level of experience, education and/or certification, level of supervision received in the line of duties, and that the incumbent may lead one or more subordinate employees as necessary.

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 of complex buildings to ensure compliance with currently adopted codes; approves building permit applications and documents prior to permit issuance; calculates building permit fees; coordinates plan review and approvals with other county departments, the Storey County Fire Protection District, Comstock Historic District Commission, applicable architectural review boards, and other applicable agencies.

3. Inspects new buildings and structures, and additions to and alterations of existing buildings and structures, for compliance with currently adopted codes. Prepares detailed reports on the condition of structures, and compliance and non-compliance with relevant codes; issues compliance, non-compliance, and abatement notices; maintains inspection files, conducts follow-up inspections, and applies abatement procedures. This position has the authority to deem a building or structure unsafe or uninhabitable, and 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, and other departments, as applicable.
5. Confers with developers, prospective private companies, community groups, property owners, and the general public to provide information, educate, and assist with the administration of codes; facilitates proactive voluntary compliance with codes; and empowers community self-help programs.
6. Acts on behalf of the county in meetings with developers, general contractors, engineers, architects, planners, land surveyors, prospective private companies, local and state entities, and companies proposing to build or locate in Storey County; maintains active involvement and coordination with the county team attracting, enhancing, and improving private enterprise and private-public partnerships in the county; liaises with community groups including the Comstock Historic District Commission, property and homeowners associations, general improvement districts, and other community groups.
7. Investigates and processes data and other information relative to site inspections and effective code enforcement, including land use regulations, zoning, special use permits and variances, court data, corporation status, county assessor, and other databases and organization sources.
8. Remains current on applicable building and related life safety codes, rules, and regulations pertaining to commercial and non-commercial buildings and uses; works closely with the Planning Department and the Fire Protection District in administering applicable regulations; and reviews agenda items, inspection reports, special use and other planning permits and reports, and other information needed to assure that commercial and non-commercial uses, existing and proposed, conform to building codes, land use regulations, FEMA flood hazards zones, and other regulations.
9. As applicable to buildings and construction within designated floodplains, reviews permit applications for commercial and non-commercial development; enforces local floodplain ordinances; regularly assists the floodplain management team in updating ordinances; and assists in floodplain management studies, plans, and mapping activities.
10. Assists departments and staff with special county projects when available and as needed, including coordinating staff from other departments, jurisdictions, and resources; providing building codes and technical advice; leading various project review meetings; and liaising with management, boards, committees, and commissions.

11. Keeps abreast on new and proposed federal and state legislation related to the field; provides comments and recommendations to Building Official as necessary.
12. Coordinates with the Building Official, Nuisance Officer, law enforcement, and the Storey County Fire Protection District in locating vacant and abandoned buildings and structures; posts notices as necessary.
13. As needed, may respond to call-out in emergencies, other than normal working hours, as needed. For example, 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.
14. Provides telephone and over-the-counter assistance to the public and county personnel with regard to building permits and other matters applicable to the department.
15. May provide assistance to the Building Official in the development and coordination of departmental goals and objectives as well as policies and procedures necessary to provide assigned personnel services; may recommend and assist in the development and implementation of modified systems, policies, and procedures.
16. Maintains all required certifications and licenses; attends and participates in professional group sessions; stays abreast of new trends and innovations related to the field.
17. May be required to serve as a lead person in directing other department staff as necessary.

QUALIFICATIONS

Knowledge of

- 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.
- FEMA National Flood Insurance Program (NFIP) and floodplain management regulations, programs, and practices applicable to buildings and construction.
- Business and geometric mathematics to cross-check complex building plans and calculations to ensure compliance with currently adopted codes, and to calculate building permit and other fees.
- Correct English usage including grammar, punctuation, and vocabulary.

- Basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office, basic AS400 systems, and other applicable programs and software.
- Principles of customer services and working within a team-oriented work environment; methods and techniques for dealing with the public during stressful situations.
- Fundamental principles of supervision and leadership.

Ability to

- Perform thorough and accurate examinations of basic and complex commercial and non-commercial building and site plans and specifications; perform mathematical calculations applicable to building plans and permits; coordinate plan review and approvals with other departments; apply policies and procedures efficiently and in a practical manner.
- 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.
- Effectively communicate verbally and in-writing; gather, analyze, and prepare data and other information; present findings and recommendations to individuals and groups in understandable and persuasive manner; promote constructive and efficient cooperation with existing and prospective businesses in a team-oriented environment; act courteously and communicate effectively with property owners, the public, and others in a variety of different emotional states, from a variety of different backgrounds, and with different educational backgrounds and mental capacities.
- Maintain accurate records; exercise sound independent judgment within established guidelines; work effectively under pressure of deadlines, conflicting demands, and during emergencies.
- Operate basic modern office equipment including telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office, basic AS400 systems, 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.
- 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.
- Carry out and actively participate in an assortment of special and ongoing projects.
- Lead subordinate staff and co-workers in a supportive and positive manner.
- As allowable by law, maintain and handle information in a highly confidential manner.

- Represent the department in the court of law and testify on matters pertaining to building development, code enforcement, violations, and related matters, as necessary.
- Continue education and training to remain current on latest policies, practices, and required certifications.

LICENSING, EDUCATION & OTHER REQUIREMENTS

- 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, plus an equivalent to two years of college-level coursework (32 credits equivalent) in Architecture, Engineering, or Construction Management, or other closely related field. (Bachelor's Degree in Architecture, Planning, Engineering, Business Administration, Earth Sciences, Public Administration, or other closely related field is preferred); AND
 - At least three International Code Council (ICC) certifications as a commercial, residential, plumbing, electrical, or mechanical inspector, or certification as a combination inspector; and a Certificate of Completion from an accredited ICC class regarding commercial and non-commercial building construction; AND
 - At least five years of increasingly responsible professional experience with industrial, commercial, and non-commercial inspections, code enforcement, or building trades and construction. Experience with plan checking preferred.
- Certification as a FEMA Certified Floodplain Manager (CFM) preferred.
- Possess and maintain a valid Nevada Driver License appropriate for vehicles and other equipment operated.
- 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.

Effective the _____ day of _____, 2014.

Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employees' Association AFSCME Comstock Chapter.

Storey County Government

Storey County AFSCME Local Union

Patrick Whitten
County Manager

Tobi Whitten, Union President
AFSCME Comstock Chapter

Austin Osborne
Administrative Officer