



City of Casa Grande

Building Inspector

GENERAL PURPOSE: Under general supervision, inspects ongoing commercial and residential construction projects for compliance with all building and construction codes, City regulations, and with the building plans.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Receives inspection requests, reviews permits, and schedules and performs inspections.
- Inspects building, electrical, mechanical, plumbing, gas line and sign construction; approves work which conforms to City codes and zoning regulations; requires corrections to be made when deficiencies are discovered.
- Examines blueprints for compliance with building, electrical, mechanical and plumbing codes, and zoning ordinances; makes corrections or requires corrections to be made so that plans will conform to regulations.
- Provides customer service; answers questions and concerns related to building codes and inspections; reviews requests for permits, and issues permits within scope of authority.
- Consults with architects, engineers, designers, contractors and homeowners concerning deficiencies with structural and non-structural requirements; interprets, applies and explains codes and regulations; resolves problems that arise due to code or structural design.
- Investigates alleged violations of building and zoning ordinances.
- Maintains records and files associated with inspection process, problems and permits; prepares periodic reports and conducts surveys as required.
- Responds to requests for information; provides technical information to City staff as authorized; provides assistance to the public within scope of authority.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
6107 Building Inspector.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED equivalent, three (3) year's experience in the building trades.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of the principles and practices of the construction industry and building trades.
- Knowledge of Federal, state and local building, zoning, housing and safety laws, rules ordinances, codes and regulations.
- Knowledge of Uniform Building Code, National Electric Code, Arizona Uniform Plumbing Code, Uniform Mechanical Code, and related state and local regulations.
- Knowledge of the principles and practices of building inspection.
- Knowledge of building construction methods and materials.
- Knowledge of the principles of record keeping and records management.

- Skill in interpreting and applying statutes, rules, ordinances, codes and regulations.
- Skill in interpreting building, plumbing, electrical, mechanical and zoning regulations, and comparing them with construction in progress.
- Skill in planning, prioritizing and scheduling multiple tasks, projects and demands.
- Skill in assessing, analyzing, identifying and recommending solutions to problems.
- Skill in detecting substandard materials and workmanship.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Possession of a Valid Arizona Drivers License; International Code Council (ICC) inspector certification required; depending on the needs of the City, some incumbents in this job class may be required to obtain additional technical certifications.

Physical Demands / Work Environment: Work is performed outdoors and in standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.