

# *Minidoka County*

## Job Description

<b>Title:</b>	Building Inspector II	<b>Code:</b>	203 B
<b>Division:</b>	Community Development	<b>Effective Date:</b>	02/07/2011
<b>Department:</b>	Building & Zoning	<b>Last Revised:</b>	06/08/2021

### GENERAL PURPOSE

Performs a variety of **working level, Para-professional and technical duties** as needed to assure compliance with county, state and/or International Code Council (ICC) building, mechanical codes and ordinances. Performs inspections and plan review on residential, commercial and industrial buildings.

### SUPERVISION RECEIVED

Works under the general supervision of the Chief Building Official and Community Development Administrator.

### SUPERVISION EXERCISED

May provide some general training to Building Inspector(s) on a project-by-project basis and limited supervision under the direction of the Chief Building Official.

### ESSENTIAL FUNCTIONS

Serves as a resource to contractors on matters relating to code requirements and construction techniques and practices; researches and examines construction documents for compliance with International Code Council (ICC) building code as to construction, building type, occupancy, fire protection, and location of lot; verifies plans to conform to county ordinances; makes corrections for errors on blueprints; discusses and explains ordinances and codes to concerned home owners and contractors; assumes authority and responsibility for construction document corrections as to conformance to county ordinances and codes.

Conducts pre-project processes and may coordinate the preparation of various drafts of project documents and specifications; advises architects, engineers, contractors and owners on code and design requirements.

Performs as a lead inspector on assigned projects; conducts more complex and comprehensive inspections; visits building sites or existing buildings to perform inspections including zoning, yard location, footing, foundation, frame, energy and heating to assure compliance to building codes and ordinances, conducts condemnation proceedings on unsafe structures.

Participates in the development and implementation of department policies, practices and procedures related to building, energy, heating, zoning and related codes; performs various administrative duties under the supervision of the Chief Building Official in connection with condemnations, owner/contractor disputes, licensing violations, etc.

Interprets regulations and codes to builder and property owners to assist them in altering construction plans to meet established standards. Evaluates and makes determinations regarding change of occupancy.

Investigates alleged code violations; determines whether a violation exists; informs building owner/contractor/worker of violations in building construction; serves correction notices, stop work notices as needed; works closely with county attorney through the Chief Building Official in insuring compliance with the law and observance of safety regulations; prepares certification of the inspection; serves public nuisance notices; follows through on abatement of particular houses; examines burned buildings upon request to determine structural safety for occupancy or reuse.

Maintains files on buildings under construction, inspection checks, work notices, soil and concrete tests, etc.; researches into particular problems; suggests solutions; follows up on written agreements between the county and building owners, developers, contractors, etc.

Discusses proposed changes in ordinances and codes with supervisors; receives correct interpretation and passes the same onto the public as the occasion arises; provides solicited input regarding code changes; reviews and studies International Code Council (ICC) codes to stay abreast of changes.

Serves as a substitute and/or supplement for Permit Technician, Planning & Zoning Technician as needed, with the ability to perform all functions relating to this position – (See job description : Job Code 103B, Building, Planning & Zoning Technician).

Performs related duties as required or as assigned.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - A. Graduation from high school, plus, Two (2) years of specialized training in building methods and practices related to commercial, industrial and residential structures provided through technical college , professional workshops or university studies;
  - AND**
  - B. Four (4) years of responsible experience in the field of construction performing duties in a supervisory role;
  - OR**
  - C. An equivalent combination of education and experience.
  
2. Knowledge, Skills and Abilities:
 

**Working knowledge of** construction methods and materials common to commercial, industrial and residential construction projects; basic engineering standards and codes; political, legal and governmental processes affecting various building programs and project management; building, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, read & analyze blue prints, construction documents and related specifications; interpersonal communication skills.

**Knowledge of** principles pertaining to supervision and work flow management.

**Familiarity with** basic computer programs including Office, Word, Excel, building permitting programs and the internet.

**Considerable Skill** in the art of diplomacy and cooperative problem solving.

**Ability to** interpret codes accurately and effectively; analyze permanent structures to determine conformity of established codes; communicate effectively verbally and in writing; visualize completed projects in planning stages and estimate the end results; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.
  
3. Special Qualifications:
 

Must possess a valid Idaho Drivers license.  
Must be an I.C.C. Certified Residential & Commercial Building Inspector OR able to obtain within twelve (12) months of hire.
  
4. Work Environment:
 

Tasks require a variety of physical activities not generally involving muscular strain. Physical activity and demands are frequently related to walking, standing, stooping, climbing, sitting, and reaching. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions. Frequent travel required in course of performing portions of job functions.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Minidoka County and/or the acting Dept Head reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)