



City of Lander

Job Description

Title: Building Inspector
Department: Inspection (Building/Planning)
Division: Public Works
Grade: 8 ~~\$49,407-76,974~~ 54,866-85,480
Salaried Non-Exempt
Effective Date: 8/22

GENERAL PURPOSE

Incumbents are responsible for inspecting industrial, commercial and residential buildings to ensure compliance with applicable codes and regulations. Responsibilities may include performing inspections for construction and installation of building systems; reviewing construction plans and specifications; interpreting requirements and restrictions; and maintaining detailed records. Receives general guidance from the Assistant Public Works Director or higher-level supervisory staff.

This position is driving essential (see driving requirements below).

ESSENTIAL FUNCTIONS

1. Inspects building construction work completed or in progress to ensure that the methods, techniques and materials used are in compliance with approved plans, codes, requirements, and City ordinances.
2. Conducts, and documents, inspections during all phases of construction for compliance with codes, requirements, and City ordinances.
3. Coordinates inspections with other City departments and divisions.
4. Reviews building system plans and specifications to ensure compliance with code; authorizes changes in work procedures.
5. Interprets and communicates building requirements and restrictions to

architects, contractors, builders and the general public.

6. Identifies potentially unsafe or illegal conditions at permitted work sites; recommends corrective measures and follows-up to ensure action has been taken.

7. Prepares and maintains construction and building inspection results, files, and logs; prepares related reports.

8. Provides technical assistance and direction to other building inspection staff in an area of building inspections.

9. Represents the City of Lander by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.

10. Follow all City safety procedures. Report all accidents/incidents immediately to the supervisor.

11. Performs other duties of a similar nature or level.

12. Other duties as assigned

CORE COMPETENCIES

- **Adaptability:** Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- **Communication:** Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- **Cooperation:** Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- **Customer Service:** Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- **Dependability:** Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative:** Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- **Job Knowledge:** Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.

- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Knowledge & Abilities (position requirements at entry):

Knowledge of:

- Building related codes and ordinances enforceable by the City, including the International Building Codes and local ordinances.
- Advanced principles and techniques of building inspection work.
- Building materials and methods of construction.
- Research methods and sources of information related to building code enforcement. Construction principles and methods.
- Principles of structural design and engineering mathematics.
- Documentation methods.
- Construction inspection methods.
- Customer service principles.
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes.

Ability(position requirements at entry):

Ability to:

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, codes, and standard construction practices.
- Maintain current knowledge of issues, trends and developments in regulatory standards and building code requirements.
- Make mathematical computations rapidly and accurately.
- Read and interpret complex building plans, specifications, and building codes. Enforce necessary regulations with fairness, tact, and impartiality.
- Understand and carry out oral and written directions.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Follow written and verbal instructions.

- Maintain a neat and professional appearance.
- Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

Skills (position requirements at entry):

Skill in:

- Providing customer service.
- Preparing and maintaining clear and concise records and reports.
- Reading construction complex drawings, plans, and/or specifications.
- Inspecting complex construction projects.
- Troubleshooting problems.
- Documenting observations.
- Operating in a courteous, knowledgeable and tactful manner with staff and general public.
- Operating modern office equipment, computers, software and operating systems/applications. Oral and written communication sufficient to exchange or convey information and to receive work direction.

MINIMUM QUALIFICATIONS

Training and Experience

- Minimum of eight years of building experience in the field of construction and building systems installation.
- Associate's Degree in building construction or a related field preferred but not required.

Licensing and Certification Requirements

Licensing Requirements:

- Possession of, or ability to obtain, a valid Wyoming Driver's License.
- Possession of, or ability to obtain, an International Code Council (I.C.C.) Inspector Certification as a Residential Building Inspector, Commercial Building Inspector, and ~~Plan-Review-Inspector Permit Technician Certification~~ within six (6) months of hire.

SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon a successful background screen and pre-employment drug test. Applicants who have failed a pre-employment screen or have been terminated from the City of Lander are ineligible for employment consideration for 12 months. You will become eligible for consideration 12 months from the date of your incident (pre-employment screen or termination).

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

Incumbents may be subject to extreme temperatures, noise and dust.

Driving Requirements:

For driving essential positions, employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that reflects any of the following criteria is considered unsatisfactory:

- 1) Convicted of three (3) or more moving violations within the previous 36 months (three separate, individual incidents);
- 2) A conviction within the previous 36 months of any of the following:
 - Driving under the influence of drugs or alcohol;
 - Leaving the scene of an accident;
 - Fleeing to avoid arrest;
 - Reckless Driving;
 - Homicide or assault by motor vehicle;
 - Driving without auto insurance;
 - Driving on a suspended license;
 - Refusal to take blood/breathalyzer test for suspected DUI or impaired driving.

If you have questions regarding the background screen, pre-employment drug test or driving record, please contact the Human Resources Office at (307)332-2870 prior to accepting a job offer.

GUIDELINES

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position helps develop division guidelines.

The City of Lander is an at-will employer. This means that either party – the employee or the employer – may end employment at any time, with or without cause, with or without notice. All the terms, conditions and benefits of employment with the City are subject to change at any time, with or without notice, at the discretion of the City.

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined, with or without accommodations. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Employee's Name (Printed)

Employee's Signature Date