

CHIEF BUILDING INSPECTOR

DEPARTMENT : **BUILDING INSPECTIONS**
SALARY/GRADE : **See Contract**
FLSA : **NON EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **MUNICIPAL EMPLOYEES LOCAL #177**

GENERAL DESCRIPTION

Skilled technical position, under the general direction of the Building Official responsible for performing on site inspections of new and existing residential and commercial buildings to secure compliance with City of Waterloo ordinances and regulations governing the construction, remodeling and repair of buildings with the aptitude to be certified in mechanical, electrical, plumbing and building inspections. Duties include but are not limited to the following: examines the plans and specifications for construction alterations and repairs; performs intermediate and final inspections of residential and commercial businesses, public and private buildings for conformance with safety standards, laws and ordinances including inspecting the condition of the foundation before footings are poured; checks work on required permits to see that work complies with ordinances and regulations and recommends methods for improvement and/or corrective actions; assists citizens and contractors in answering questions concerning the remodeling and repair of houses and commercial buildings; investigates complaints regarding violations of the building code and issues written or verbal orders for corrections of violations of City ordinances; investigates complaints relative to zoning violations and issues written notices; inspects old and dangerous buildings which may be subject to condemnation; gives technical advice to other municipal inspectors; performs combination inspections on residential and light commercial projects including plumbing, electrical, and heating; performs building inspections in unincorporated Black Hawk County; assists in writing Black Hawk County building permits; investigates complaints of Code violations in unincorporated Black Hawk County; prepares reports and maintains records of work performed; performs other types of inspections as assigned by Building Official to include but not be limited to enforcement of Advertising and Signs Ordinance, Division 7 of the Handicapped Code, and the Uniform Building Code; other duties as assigned.

ESSENTIAL FUNCTIONS

These functions are considered essential for successful performance in this classification.

1. Ability to stoop, kneel, squat, climb, or bend/crouch sometimes in cramped or difficult to reach areas.
2. Required to move physically from one City facility or work site to another by walking and/or driving a vehicle.
3. Required to work from flat surface roof up to twenty-four (24) feet in the air.
4. Able to walk on uneven ground.
5. Required to work outdoors in all types of weather extremes for extended periods of time. Working environment may be dry/dusty, slippery/wet, hot/cold, excessively noisy, low visibility, mechanical and

electrical hazards may be present; atmosphere may contain dust and fumes.

6. Required to possess color vision necessary to identify color-coded plumbing installations.
7. Required to possess depth perception and peripheral vision while driving, climbing, walking, carrying, or standing.
8. Ability to hear, understand and carry out written and verbal instructions and to respond verbally to questions from supervisors, coworkers, contractors, and members of the public.
9. Ability to read and write the English language, to hear, see and communicate with coworkers, contractors, members of the public and public officials.
10. Able to work safely around moving

machinery; able to work safely in busy traffic areas and construction areas.

11. Ability to observe and enforce appropriate safety precautions.
12. Required to wear personal protective equipment such as safety shoes, safety eyewear, safety vest, hearing protection.
13. Ability to assess complex mechanical problems involved in building, plumbing, electrical and heating/air conditioning operations.
14. Required to use independent judgement to recognize and solve problems as they apply to City ordinances.
15. Decision making ability in reference to Code enforcement.
16. Ability to work independently and with others with minimum supervision.
17. Regular attendance on the job and at the work site is required.

MINIMUM QUALIFICATIONS

1. High school diploma or GED.
2. At least ten (10) years experience in building construction, remodeling and repair.
3. Considerable knowledge of standard practices, tools, and terminology in all phases of the building trade.
4. Knowledge of inspection procedures and practices related to residential and commercial construction.
5. Must be certified in building inspection through the International Conference of Building Officials (ICBO) within one hundred twenty days (120) of employment; must be certified in residential combination inspection through ICBO within one year of employment; must be certified in light commercial combination inspection within two years of employment. Failure to obtain

these certifications may result in termination of employment.

6. Ability to consult with homeowners and contractors on the job and sufficient interpersonal skills to communicate effectively while performing inspection duties.
7. Ability to learn typing and computer input skills.
8. Able to read and work from blueprints, plans and diagrams.
9. Satisfactory driving record based on the City of Waterloo driving record point system. Employment is contingent on a satisfactory driving record.
10. Upon employment, must not be directly or indirectly engaged in the construction, remodeling, or repair of any structure within the City limits of Waterloo, Iowa or unincorporated Black Hawk County, or receiving compensation from the same.
11. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination by a physician of the City's choice including a drug profile screen, to determine if an applicant is capable of performing the essential functions of this job classification.
12. Required to submit to Civil Service examination procedures including oral interview testing.

WORK SCHEDULE

Generally 7:30 a.m. to 4:00 p.m. Monday through Friday. Hours may vary based on flexible scheduling or needs of the department.