

## CHIEF COMBINATION INSPECTOR

**DEPARTMENT** : **BUILDING INSPECTIONS**  
**SALARY** : **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 to secure compliance with City of Waterloo ordinances and regulations governing the installation and repair of dwellings and light commercial structures under the jurisdiction of the Building Department. Duties include but are not limited to the following: inspects new and existing electrical, building, plumbing, and heating installations in residences, businesses, public and private buildings for conformance with safety standards, laws and ordinances; checks work on required permits to see that building, plumbing, electrical, and heating work complies with ordinances and regulations and recommends methods for improvement; maintains records of work performed; assists citizens and contractors in answering questions concerning the construction of residential and light commercial projects; issues written or verbal orders for corrections of violations of City ordinances; issues building permits; inspects signs before erection and serves written notices for violations; inspects condition of foundation before footings are poured; performs intermediate and final inspection of new buildings and buildings having alterations for nonconformity to the Code, approves or rejects findings, and keeps the Building Official informed of such; inspects plumbing, electrical, and heating rough-in and final on residential and light commercial projects; inspects old and dangerous buildings which may be subject to condemnation and reports findings to Chief Building Inspector for disposition; through the Building Official, investigates complaints, prepares reports and maintains records of work performed; 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 indicator lights on electronic control panels, etc.
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 in the construction trades.
3. Considerable knowledge of standard practices, tools, and terminology in all phases of the construction trades.
4. Knowledge of inspection procedures and practices related to residential building construction.
5. Must obtain certification as a residential combination inspector within one hundred twenty (120) days of employment; must certify as a light commercial combination inspector within one year of employment date with both certifications through the International Conference of Building Officials.

6. Working knowledge of the City building, electrical, plumbing, and heating codes and zoning ordinances within one year of appointment to the position.
7. Ability to consult with homeowners and contractors on the job and sufficient interpersonal skills to communicate effectively while performing inspection duties.
8. Ability to learn typing and computer input skills.
9. Able to read and work from blueprints, plans and diagrams.
10. Satisfactory driving record based on the City of Waterloo driving record point system. Employment is contingent on a satisfactory driving record.
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.