

## **PROPERTY SAFETY INSPECTOR**

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

### **GENERAL STATEMENT OF DUTIES**

Technical position, under the general direction of the Building Official, responsible for performing complex inspections of electrical systems, plumbing, HVAC, building, life safety, fire sprinkler and fire alarm systems in compliance with construction and fire codes to ensure fire safety, life safety and health for commercial properties and housing in the City of Waterloo. No supervisory responsibility.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

#### **(Illustrative Only)**

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

1. Uses knowledge of building materials, construction methods and codes to advise architects/design professionals, property owners and others on code minimum requirements.
2. Assists and advises citizens and building contractors by answering questions concerning the installation and repair of electrical, plumbing, HVAC, building, life safety, fire sprinkler and alarm systems.
3. Investigates complaints regarding violations of City life safety codes, identifies code deficiencies and informs property owner of deficiencies in a clear, concise and punctual manner.
4. Gives technical advice to other municipal inspectors on life safety code issues.
5. Uses historical building codes in correlation with current construction practices as appropriate to assess plumbing, electrical, sprinkler, fire alarm and mechanical systems and makes recommendations for improving life safety through the application of applicable codes and ordinances.
6. Inspects construction sites for compliance with life safety codes and reviews, evaluates and analyzes existing structures and facilities for life safety needs.
7. Prioritizes and schedules time effectively with limited supervision.
8. Uses independent judgment and decision-making skills to recognize and solve problems as they relate to City codes and ordinances.
9. Maintains accurate and thorough records of work performed.
10. Performs other types of inspections as assigned by Building Official to include but not be limited to enforcement of International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), International Plumbing Code (IPC) and International Property Maintenance Code (IPMC).
11. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
12. Operates passenger type vehicle and drives to inspection sites to perform inspections and respond to code complaints.
13. Performs work of a repetitive nature and varied workload pace.
14. Works outdoors in all types of weather. Working environment may be dry/dusty, slippery/wet, hot/cold, excessively noisy, with mechanical and electrical hazards. Walking surface may be uneven with

construction materials, debris or other obstructions.

15. Works independently and with others with minimum supervision.
16. Regular attendance on the job and at the work site is required.
17. Performs all work duties and activities in accordance with City policies, procedures and OSHA and Building Inspections safety rules and regulations.
18. Performs all other duties as assigned by the Building Official.

### **REQUIRED KNOWLEDGE & ABILITIES**

1. Considerable knowledge of standard practices in all phases of the building construction .
2. Familiarity with hazardous materials use and storage requirements.
3. Working knowledge of the City building, electrical, plumbing, mechanical and fire safety codes.
4. Knowledge of or ability to read, interpret and enforce complex municipal ordinances relating to life safety and other building codes.
5. Knowledge of and working relationship with the Fire Prevention Bureau.
6. Knowledge of modern principles and techniques involved in recognition of life safety hazards and the ability to abate these hazards in an acceptable manner.
7. Knowledge of and application of Fire Code to address potential hazards of a wide variety of chemicals, flammable and combustible liquids, explosives and similar materials.
8. Knowledge of occupational hazards and safety precautions necessary in inspection and code enforcement activities and ability to enforce safety precautions.

9. Ability to assess complex building, plumbing, electrical, sprinkler, fire alarm and mechanical systems.
10. Ability to consult with property owners and contractors and sufficient interpersonal skills to communicate tactfully orally and in writing in a clear, concise and easily understandable manner while performing inspection duties.
11. Ability to perform professional work, research and give reliable advice on a wide range of code enforcement matters.
12. Ability to effectively resolve sensitive enforcement disputes.
13. Ability to understand and carry out written and verbal instructions and to respond appropriately to questions from supervisors, coworkers, contractors and the public.
14. Ability to communicate with coworkers, property owners, the public and public officials.
15. Ability to use independent judgment to recognize and solve problems and make decisions and recommendations regarding enforcement of related municipal ordinances.
16. Ability to complete assigned work without direct supervision.
17. Ability to work independently and with others with minimum supervision.
18. Ability to maintain working relationships and interact respectfully with other City departments and employees, City officials, property owners and the public.
19. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, organize information through use of a computerized database, develop computer-generated reports and update records.
20. Ability to work with people from a broad variety of social, economic, racial, ethnic

and educational backgrounds.

### **ACCEPTABLE EXPERIENCE & TRAINING**

1. Bachelor's Degree in construction technology, structural or architectural engineering, architecture, or related field and minimum three years experience in plan review or inspection

#### **OR**

Associate's Degree in building inspection or closely related field with minimum five years experience in plan review or inspection

#### **OR**

High school diploma/GED with minimum ten years experience in construction and five years experience in plan review or inspection

#### **OR**

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to effectively perform the essential functions of the position.

2. Must obtain ICC certification as Fire Inspector I within one year of appointment and must obtain any other two ICC certifications within two years.
3. Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or

more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire

### **ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient communication skills that permits the employee to interact effectively with the public, coworkers and property owners. May use hand-held radio and telephone as communication devices to maintain contact with office.
2. Sufficient hearing to understand and carry out instructions and to respond verbally to questions from supervisor, coworkers, property owners and the public.
3. Sufficient personal mobility that permits the employee to operate passenger vehicle (generally a small pickup truck) safely in all types of weather and a variety of road conditions and to inspect commercial and residential properties in all areas of the City.
4. Sufficient mobility that permits the employee to stoop, kneel, squat, climb or bend/crouch sometimes in cramped or difficult to reach areas when performing inspections.
5. Sufficient vision and depth perception to inspect new and remodeled building projects to assure they meet applicable codes.
6. Sufficient manual dexterity that permits the employee to operate a personal computer, handle files and perform other administrative and technical responsibilities.

### **MISCELLANEOUS**

1. Must wear personal protective equipment such as safety shoes, safety glasses, hardhat

and hearing protection as appropriate.

2. Following a conditional offer of employment, the City of Waterloo requires a physical examination including a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of this job classification.
3. The City of Waterloo reserves the right to conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.

4. 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 with ½ hour unpaid lunch break. Hours may vary based on flexible scheduling or needs of the department. Must also be available periodically outside these hours for department or City activities or meetings that require the attendance of the Property Safety Inspector. Limited overtime.