



Submit resume by going to [www.cityofwaterlooia.com](http://www.cityofwaterlooia.com) clicking on Career Opportunities, reviewing the position and following the directions to submit a resume. **We will not accept mailed, faxed, hand-delivered or directly mailed resumes.** Deadline to submit a resume is noon Friday June 9<sup>th</sup>.

**CIVIL SERVICE NOTICE  
CITY OF WATERLOO, IOWA  
OPEN EXAMINATION  
  
PROPERTY SAFETY INSPECTOR**

<b>DEPARTMENT</b>	<b>BUILDING INSPECTIONS</b>
<b>SALARY</b>	<b>\$34.00, WITH \$1.00 INCREASE AFTER 6 MO</b>
<b>FLSA</b>	<b>NON-EXEMPT</b>
<b>CIVIL SERVICE</b>	<b>INCLUDED</b>
<b>BARGAINING UNIT</b>	<b>CONSTRUCTION &amp; PUBLIC EMPLOYEES LiUNA Local #177</b>

**GENERAL STATEMENT OF DUTIES**

Professional position, under the general direction of the Building Official, responsible for performing complex inspections to enforce construction and fire codes to ensure public fire safety, life safety, and health. Is responsible for providing commercial and housing inspections of properties located in the City of Waterloo. Duties include but are not limited to the following: inspection of electrical systems, plumbing, HVAC, building code, life safety, fire sprinkler systems, fire alarm systems, accurate record keeping of inspections; other duties as assigned.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)**

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

1. Use knowledge of building materials, construction methods and codes to advise architects/design professionals, property owners and others on code minimum requirements.
2. Use historical building codes in correlation with current construction practices as appropriate.
3. Coordinate with other City departments.
4. Prioritize and schedule time effectively with limited supervision.
5. Ability to assess complex building, plumbing, electrical, sprinkler, fire alarm and mechanical systems.
6. Identify code deficiencies and present deficiencies to owner in clear and punctual manner.
7. Knowledge of and working relationship with the Fire Prevention Bureau.
8. Knowledge of modern principles and techniques involved in recognition of life safety hazards and the ability to abate these hazards in an acceptable manner.
9. Knowledge and application of Fire Code to address potential hazards of a wide variety of chemicals, flammable and combustible liquids, explosives and similar materials.
10. Ability to understand and carry out written and verbal instructions and to respond appropriately to questions from supervisors, coworkers, contractors, and members of the public.

11. Ability to read and write the English language, to communicate with coworkers, contractors, members of the public, and public officials.
12. Working knowledge and application of the current adopted fire code.
13. Considerable proficiency in using independent judgement and decision-making skills to recognize and solve problems.
14. Performs inspections as required and other duties as assigned by the Building Official.

### **MARGINAL FUNCTIONS**

1. Ability to lift 20 pounds safely.
2. Require to move physically from one City facility or work site to another by walking and/or driving a vehicle.
3. Able to walk on uneven ground.
4. Required to work outdoors in all types of weather extremes for extended periods. Working environment may be dry/dusty, slippery/wet, hot/cold, excessively noisy, have low visibility, and mechanical and electrical hazards may be present; atmosphere may contain dust and fumes.
5. Required to possess color vision necessary to identify indicator lights on electronic control panels, etc.
6. Required to possess depth perception and peripheral vision while driving, climbing, walking, carrying, or standing.
7. Able to work safely around moving machinery; able to work safely in busy traffic areas and construction areas.
8. Required to wear personal protective equipment as appropriate.

### **MINIMUM QUALIFICATIONS**

1. Bachelor's Degree in Construction Technology, Structural or Architectural Engineering, Architecture, or related field and a minimum three years of experience in plan review or inspection  
**OR**  
An Associate's Degree in building inspection or closely related field with a minimum of five years of experience in plan review or inspection  
**OR**  
High school diploma/GED with at least ten years of experience in construction and five years of 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. Considerable knowledge of standard practices in all phases of the construction related to all types.
3. Familiarity with hazardous materials use and storage requirements.
4. Working knowledge of the City building, electrical, plumbing, and mechanical code.
5. Excellent interpersonal and writing skills to communicate effectively while performing review and inspection duties.
6. Ability to express ideas clearly, both orally and in writing, and make consistent determinations.
7. Sufficient manual dexterity that permits the employee to operate a personal computer and handle files, blueprints and diagrams.
8. Valid driver's license and good driving record based on City of Waterloo Driver's License policy.

## **MISCELLANEOUS**

1. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination including a drug test 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.
2. Required to submit to Civil Service examination procedures, including oral interview testing.
3. Within one year of employment, will need to obtain ICC certification as Fire Inspector 1 and will need to acquire two of the following certifications: Commercial Building Inspector, Fire Inspector 2, Commercial Electrical Inspector, Commercial HVAC Inspector or Commercial Plumbing Inspector.

## **WORK SCHEDULE**

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

## **ORAL EXAMINATION**

All qualified candidates who apply by the deadline date will be required to appear before an interview panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the interview. The top applicants, as ranked by their scores on the interview, will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability. Employment is contingent on possession of a good driving record based on City of Waterloo driver performance criteria and passing a post job offer physical and drug test.

## **ORAL EXAMINATION DATE**

All qualified candidates who apply by the deadline date will be notified of the time, place and date of the oral examination.

Property Safety Inspector 2023

# **[Click Here to Apply](#)**

**A.A./E.E.O.**

**Minority, female & disabled individuals are encouraged to apply.**