



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***Building/Mechanical Inspector***

Department: Building  
Date Established: 3/2014

Reports to: Building Official  
Date Revised: 12/2017

Pay Grade: H11  
FLSA Status: Non-Exempt

#### **CLASSIFICATION SUMMARY**

The Building/Mechanical Inspector reviews, interprets, and develops policies related to the application and enforcement of the City adopted building codes and ordinances. The job works with architects, builders and owners in the process of submitting plans for new construction and remodeling of existing residential and commercial structures. Work involves conducting onsite inspections to ensure code compliance and public safety and to address deficiencies with construction and bring structures into compliance. In addition, the Building Inspector performs mechanical inspection for permitted HVAC systems and soil and erosion residential inspections.

The Building Inspector must have significant knowledge of all types of construction, wood, masonry, steel and concrete. The job requires certifications as a Building Inspector, Mechanical Inspector; knowledge of codes and an understanding of how they are to be implemented in construction, and the ability to translate that information on worksites to various individuals from the homeowner to a commercial contractor. A superior candidate will have direct experience in the public sector and demonstrated skills in addressing problems and soothing unhappy contractors and homeowners.

The work environment includes an office environment, outdoor weather conditions, extreme temperatures, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter. The job works at heights, confined spaces and is exposed to plumbing, mechanical, electrical hazards. The job necessitates working around construction sites at all stages of completion which may involve falling hazards, open excavation and temporary safety installations. The job requires driving a vehicle.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Examines blueprints or specifications of new buildings or contemplated repairs of old buildings for conformance to codes and ordinances.

Inspects new buildings during construction phases (i.e., footings, floor and wall framing, and finished structure) to insure conformity to building, fire, and safety regulations.

Inspects old structures for structural and fire safety and warns owners to correct unsafe conditions.

Interprets regulations and codes to builders and property owners and assists them in altering construction plans to meet established standards.

Prepares reports of types and costs of construction within City jurisdiction and submits same to concerned agency or organization.

Communicates regularly with contractors, homeowners, architects and others regarding code requirements. Explains codes in laymen's terms to all manners of contractors and design professionals, from a do-it-yourselfer to an experience commercial contractor, a draftsman to a well-staffed design team. Addresses concerns in a professional and concise manner and works to resolve conflicts with reasoned approaches.

Discusses proposed changes in ordinances and codes with Supervisor; receives correct interpretation and passes the same on to the public as the occasion arises; gives solicited input regarding code changes;

reviews and studies uniform codes to stay abreast of changes.

Investigates alleged code violations; determines whether a violation exists, and, if so, initiates proper Departmental procedures to report findings; prepares certification of inspection.

Reviews requests from contractors and/or homeowners for submittals of alternative methods/materials or equipment and modifications of the building codes and works with supervisor to prepare a reasoned response.

Conducts mechanical inspections for permitted HVAC systems, soil and erosion inspections for residential properties, and energy code inspections.

Coordinates activities with other department and inspection staff by recording inspection results in database. Works with other inspectors to coordinate inspection coverage of the City and to ensure that electrical work is inspected and approved prior to the issuance of a certificate of occupancy, certificate of completion or other final approval.

Demonstrates continuous effort to improve operations, decrease turnaround times, stream line work processes, and work cooperatively and jointly to provide quality seamless customer service.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

#### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Building construction, materials, and methods; structural engineering principles; design practices and construction methods of materials for residential and commercial structures;
- City, county, state, and federal building codes, zoning codes, related laws, and ordinances, and associated fire and mechanical code requirements;
- Building materials, including quality and ability of the same to meet code specifications;
- Effective interpersonal communication skills;
- Accessibility requirements of the ICC and referenced standard;
- Energy Code requirements of ICC Standard;
- Operation of a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Interpret codes accurately and equitably;
- Read and analyze construction blueprints;
- Analyze permanent structures in determining conformity to established codes;
- Demonstrate strong customer service principles including issue resolution;
- Display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

#### **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED; preferred Associates or Bachelor's Degree in construction, architecture, engineering or related field;

- Preferred two (2) years' experience in commercial construction and residential trade;
- ICC Certification in Building Inspection, Mechanical Inspection required\*;
- Certification in Plans Examination preferred;
- Valid Idaho driver's license.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

### **PHYSICAL REQUIREMENTS**

The Building Inspector must occasionally lift/carry up to 20 lbs, rarely lifting/carrying up to 75 lbs. The noise level is occasionally moderate but includes an environment of building construction and is occasionally very loud. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach and grasp; ability to maneuver uneven terrain; climb ladders and walk on framed structures; and crawl in confined spaces. Position requires hand/finger dexterity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **\*Hiring Note:**

The Building/Mechanical Inspector position requires an ICC Certification in Building Inspection, Mechanical Inspection within twelve (12) months of hire date. Failure to acquire this certification by the established date will violate the terms of the position and will result in layoff from the position.