

CITY OF DAYTON

POSITION DESCRIPTION

JOB TITLE: Building Inspector CLASS: Non-Exempt

REPORTS TO: Mayor STATUS: Part-Time

FUNCTIONS: Inspects buildings, checks construction plans and investigates public complaints to assure compliance with building and related codes.

RESPONSIBILITIES: Responsible for inspecting all construction within the City to determine compliance with City Ordinance, State and National regulations including the Uniform Building Code, the Uniform Plumbing Code, the Uniform Mechanical Code and the Uniform Code for Abatement of Dangerous Buildings, and other City adopted ordinances relating to the structural integrity of buildings within the City.

REPRESENTATIVE DUTIES:

1. Perform residential, commercial and industrial on-site inspection at various stages of construction to assure compliance with the building codes, notes violations. Re-inspects to insure all noted violations have been corrected. The incumbent has the authority to stop work on a construction site if code violations are not corrected and make the final approval of a structure prior to occupancy.
2. Maintain knowledge of the various changes in construction codes, which are a result of technological changes in building materials and changing architectural philosophies.
3. Assist the Building Official with plan checks of construction plans before issuance of a building permit to determine compliance with applicable building codes.
4. Investigates complaints of unsafe buildings and initiates the actions required to remedy the situation.
5. Maintains adequate records to assure proper documentation of building inspections.
6. Inspects structural problems with building sites, such as surface water problems, inadequate access, and assures that they are corrected or referred to the appropriate City Department.

WORKING CONDITIONS: The position is driving to or at construction sites a majority of the time. Potential hazards at construction sites might include; falling objects, loose footings, and construction equipment. The incumbent may be required to climb ladders or walk on scaffolding occasionally.

KNOWLEDGE, SKILLS, AND-ABILITIES:

1. General knowledge of the Building Trades.
2. Technical knowledge of the UBC, UPC, UMC, UCADB, and other City adopted Ordinances related to structural integrity of buildings and regulation of the building construction trades.
3. Ability to organize time to keep track of many projects at various locations around the community.
4. Possess good communication skills, both oral and written, to explain code standards to the general public and developers in a way which presents a positive helpful image of the City.

MINIMUM QUALIFICATIONS: High School graduate or GED, with preference to additional supplemental courses in construction trades.

PHYSICAL DEMANDS: The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, sit, and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.