

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Building Inspector	<b>Job Code(s):</b> 2001, 2002, 2003, 2004
<b>Date:</b> December 6, 2016	<b>EEO Code:</b> OA
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (Unclassified)

**DEFINITION:** This is office service and field inspection of residential, commercial, and/or industrial properties to ensure compliance with applicable building codes and City ordinances.

**CLASSIFICATION STANDARDS:** Positions allocated to this class are responsible to the Chief Building Official and perform all tasks under direct and frequent supervision. The multiple levels of this career series are distinguished by the amount of supervision, knowledge, and skill needed.  
*Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

**ESSENTIAL DUTIES: Non-Certified Inspector:** Conduct training-level building inspection duties, including examination of residential plans and/or responding to questions of the public; ensure compliance with codes as they apply to one-and-two-family residences and miscellaneous non-commercial structures; process building permits, sub-division plans, house-moving applications and demolition permits; prepare records, applications, reports, and correspondence related to conformance or field inspection problems; give and receive information by phone or at counter; perform code research; conduct field inspections of new and remodeled residential structures for code compliance, safety, and proper installation and use of materials; consult with contractors, owners, engineers, architects, and others and explain discrepancies or shortcomings of project; advise owners on possible solutions; issue correction lists and orders to comply; assist in resolving disputes and may recommend construction be stopped until compliance is achieved; maintain records and prepare reports of activities and violations; assist in preparing cases for legal action; work in coordination with other departments and personnel; assist others as needed and perform other related duties as required.

**Certified Inspector I:** Under general supervision, independently perform all essential duties of non-certified inspector; conduct basic building inspection duties, including examining plans of basic commercial or industrial structures; refer complex code interpretation and application questions to the Chief Building Official or a designated supervisor; conduct field inspections of simple commercial or industrial structures for code compliance, safety, and proper installation and use of materials.

**Certified Inspector II:** Under general supervision, independently perform all essential duties of lower level inspectors; conduct standard building inspection duties, including examination of plans as they relate to residential, commercial, and/or industrial structures; conduct field inspections of new and remodeled residential, commercial, and/or industrial structures.

**Certified Inspector III:** Under general supervision, independently perform all essential duties of lower level inspectors; conduct complex building inspection duties; conduct complex field inspections of new and remodeled structures; may act as a resource for lower level inspectors on complex issues.

**MINIMUM REQUIREMENTS: Non-Certified Inspector and Inspector I:** Two (2) years of experience in a job-related field. **Inspector II:** Either two (2) years of experience as a Certified Building Inspector I or four (4) years of comparable level experience in a job-related field. **Inspector III:** Either two (2) years of experience as a Certified Building inspector II, or six (6) years of comparable level experience in a job-related field. An equivalent to a high school diploma is required for all levels. Additional education may be substituted for experience [each one year of post-secondary education/training for six months of experience].

Licenses/Certifications. **Non-Certified Inspector:** Utah State Limited Building Inspector license must be obtained within one year of employment. **Inspector I:** Utah State Limited Building Inspector license is required. **Inspector II:** Utah State Limited Building Inspector license, including ICC certification as either a Residential Combination Inspector, Commercial Combination Inspector, or Combination Plans Examiner is required. **Inspector III:** Utah State Building Inspector License, including ICC certification as a full Combination Inspector (Residential & Commercial) OR ICC certification as a Combination Plans Examiner with certification as either a Residential or Commercial Combination Inspector; plus one additional ICC building code certification. A valid, lawful driver's license is required at all levels.

**SELECTION FACTORS:** *Knowledge of:* related laws, codes, rules and regulations and the ability to tactfully apply these in the field or office; building design, construction and inspection techniques, and the materials associated with construction and inspection; various stages of construction to identify violations and defects; cost estimating for construction projects; policies and procedures established for the work system; the operations, functions, and terminology common to construction and building inspection; basic English composition, spelling, and grammar; basic math principles, including algebra; specific computer programs used to track permits and inspections; basic project supervision. *Skill in:* accurately operating various testing and measuring devices in the field (i.e., safety analyzer, GFCI analyzer, circuit testers, etc.); writing project specifications; construction supervision; explaining and applying building codes; practicing behaviors that build trust with others. *Ability to:* read and interpret building plans, specifications, and blueprints; obtain uniform compliance with codes, ordinances and requirements; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; communicate effectively, both orally and in writing; develop and maintain effective working relationships with the public, co-workers, and superiors, including demonstrating a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Telephone, radio, vehicle, office equipment as necessary.

**PHYSICAL DEMANDS:** This work requires considerable physical agility to inspect construction sites, including walking, climbing, bending, and lifting.

**ENVIRONMENTAL FACTORS:** This work may require exposure to adverse weather conditions and to moderate hazardous conditions encountered at construction sites. This may also involve exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.

  
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Department Director 1 Dec 2016  
Date

  
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Mayor/Chief Administrative Officer 12/6/16  
Date

*NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*