



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Building Inspector</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Chief Building Official</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>06/2024</u>
DEPARTMENT: <u>Resource Management</u>	JOB CODE: <u>206</u>	

SUMMARY:

With general supervision, conducts building inspections and enforces and implements all aspects of the adopted ICC Family of Codes and County regulations and amendments for both residential and commercial buildings.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Assists clients with understanding code requirements involved in planning and building minimum standards; approves the installation of structural components and systems, such as foundations, floors, wall construction and coverings, insulation and energy components, roof-ceiling and fireplace construction, mechanical heating and cooling, which includes gas, electric and hydraulic piping, plumbing systems and all aspects of electrical and communication wiring.

Checks utility structures such as swimming pools and accessory buildings for compliance to minimum standards; answers questions regarding building planning, building components and alternative products and makes calculations in a variety of different areas for construction not requiring architectural or engineered plans.

Reviews pre-plans to determine the sufficiency of building design in relation to size, and the community's capacity to protect property and life based on national standards; reviews calculations and assumptions made by the designer; checks life safety, occupancy, and accessibility standards by calculations, tables, national standards, fire safety codes, N.E.R. reports and specifications.

Determines where sufficient information has been submitted in an existing building to ensure that changes can be made without decreasing the safety of the building.

Checks plumbing for capacity and compliance with use group and accessibility requirements; checks electrical calculations for capacity, wiring types, application specifications, sufficiency of service and special requirements for such things as elevators, alarms, emergency lighting, motors, wiring, transformer and other National Electrical Code requirements.

Inspects each phase of the building process for compliance with the plans and specifications, including building, energy, electrical, mechanical, plumbing, fire safety, and handicap accessibility.

Checks for proper installation and maintenance of stormwater and erosion control measures.

KNOWLEDGE AND SKILLS:

1. Advanced knowledge of equipment, facilities, materials, methods, and procedures used in commercial and residential construction.
2. Advanced knowledge of Boone County building codes.
3. Basic knowledge of OSHA regulations and of safety procedures.
4. Basic skill in planning scheduling and reviewing inspections.
5. Advanced skill in communicating with contractors to identify problems, coordinate work and respond to building schedules.
6. Advanced skill in reading and interpreting building plans and related documents.
7. Advanced skill in applying basic mathematical concepts to compute rate, ratio, and percent and to draw and interpret graphs.
8. Advanced skill in reading and interpreting sketches, diagrams and blueprints.
9. Must have an ICC Residential Combination Inspector Certification within two (2) years of employment.

PHYSICAL DEMANDS:

The majority of work is performed in a general office setting and outside. Position-holder must possess vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Must have clarity of vision at 20 feet or more, 20 inches or less, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. May be required to work in hazardous traffic conditions or high/dangerous places.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT grasping to manipulate objects; side-to-side turning of neck; walking, standing, bending, stooping, kneeling, and reaching; heavy lifting of up to 75 lbs. when moving objects or equipment and transporting distances up to 50 yards; pushing/pulling, twisting at waist, and

moderate wrist torque to twist equipment knobs and dials; driving. OCCASIONAL reaching above and at shoulder height.

WORK ENVIRONMENT:

This job operates in a variety of settings that include: a professional office, construction sites, and outside locations. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, filing cabinets, and fax machines. May be exposed to wet/humid conditions, inclement outdoor weather, vibration, extreme temperatures, airborne particles/fumes, moving mechanical parts, very loud noise levels, or potentially hazardous materials. May be required to drive a County-owned vehicle to off-site locations and drive in inclement weather. This position is routinely in contact with the public and members of other entities. May be required to work additional hours outside of a normal business day.

MINIMUM QUALIFICATIONS:

Associate's degree in construction management, engineering, or related field and 3 years of experience in various aspects of the building trade; or an equivalent combination of education and experience. Must have a valid Missouri driver's license with an insurable driving record.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.