



## NATRONA COUNTY JOB DESCRIPTION

<b>TITLE:</b> Building Department Inspector	<b>EMPLOYMENT STATUS:</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">AT-WILL EMPLOYEE</div> FLSA Non-exempt / Regular Employee Regular hours worked – 40/week
<b>DEPARTMENT:</b> Development	
<b>SUPERVISOR:</b> Building Official	
Revised: 4/23/19 THIS JOB DESCRIPTION MAY BE CHANGED WITHOUT PRIOR NOTICE.	

### SUMMARY:

Reporting to the Building official, this position reviews construction plans and performs field inspections ensuring compliance with all applicable codes, ordinances and policies.

### ESSENTIAL FUNCTIONS:

- Remains current with building codes, regulations, and standards.
- Reviews building plans and processes.
- Inspects buildings and construction projects for compliance with all applicable codes, regulations, and standards.
- Prepares inspection documentation and inputs related information into Department's computer system and files.
- Responds to code inquiries by phone, at the front counter, and in the field.
- Meets with contractors, architects, engineers, other County Departments, and the public regarding code requirements and interpretation.
- Conducts research in relation to building materials, equipment, and/or appliances to ensure compliance with standard requirements.
- Participates in construction plan reviews.
- Monitor construction sites periodically to ensure overall compliance.
- Uses various instruments, metering devices, and test equipment to perform inspections.
- Inspects various building trades as qualified to ensure they meet code.
- When needed, issues violation notices and stop-work orders until work is compliant.
- Promotes effective communication
- Maintains workspace, vehicle, and materials in a professional manner.
- Performs other duties as assigned or required.

### MINIMUM QUALIFICATIONS:

- Possess and Maintain a Wyoming driving license and be insurable with Natrona County
- Possess a journeyman license, be eligible to obtain a master license within 6 months of hire; Possession of a master electrical, plumbing, mechanical, or general contractor license preferred.
- Ability to obtain an ICC certification in any one area within 18 months.
- Ability to obtain other ICC certifications as needed.
- Minimum of 4 years in the building/construction industry
- High School Diploma or equivalent.

### WORKING CONDITIONS:



Office within Natrona County Development. The Building Department is approximately 5 team members with typical office furnishings and equipment; Inspections/site visits throughout county; intermittent busy and loud environment both inside and outside; communication via phone, electronically, and in person; interaction with customers, staff, and volunteers; off-site training.

#### **PHYSICAL & MENTAL DEMANDS:**

1. Approximately 80% of the time, driving and conducting onsite inspections.
2. Access and move files, office supplies, and equipment; move up to 25 pounds.
3. Access all aspects of a construction site including but not limited to; climbing ladders, roof tops, flights of stairs, under homes, under trailer homes, and mechanical spaces
4. Meet deadlines; solve problems independently and/or with others to meet deadlines.

#### **KNOWLEDGE AND SKILLS**

- Basic building and zoning principles.
- Customer service standards and protocol.
- General office equipment and standard computer software applications.
- Scheduling and tracking building inspections.
- Responding to inquiries and providing customer service to the public.
- Ability to deal with difficult customers using effective communication and problem solving skills.
- Establishing and maintaining effective working relationships with others.