

COMBINATION RESIDENTIAL INSPECTOR

IV-5200

Date: October 2009

Department/Division: Community Development

FLSA: Non-Exempt

Reports to: Inspection Services Division Manager

PURPOSE OF POSITION

Under general direction of the Inspection Services Division Manager, performs reviews of construction plans and conduct onsite inspections of residential buildings and premises regarding enforcement of, and compliance with, municipal and state codes governing housing, building, plumbing, mechanical, electrical and zoning.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Examines and reviews plans and specifications and inspect residential buildings and structures during construction, repair and remodeling to ensure compliance with applicable codes.
- Prepares and issues inspection reports to inform appropriate parties of the compliance status of properties inspected and makes recommendations regarding compliance.
- Prepares and issues official notices and initiates appropriate legal proceedings directed toward the correction of building and related code violations.
- Inspects residential property for compliance with established environmental and sanitation standards and basic structural safety.
- Investigates and prepares response to citizen complaints alleging code violations.
- Meets with property owners and contractors to answer questions and makes recommendations to bring projects into compliance with applicable codes.
- Establishes and maintains effective working relationships with officials, other agencies, fellow employees, and the general public.
- Maintains regular and punctual attendance at work.
- Regularly lifts and /or moves up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from standard high school or GED equivalent; considerable and responsible experience in the building and construction trades or any combination of experience and training which provides the required knowledge, skills and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands and fingers to handle, or feel; and climb or balance. The employee frequently is required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another

person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge

Job requires a thorough working knowledge of municipal and state codes concerning building construction and repair including structural, electrical, mechanical, and plumbing; thorough knowledge of the materials, methods and practices used in building construction, maintenance and repair. Ability to identify improper construction and hazardous conditions and to enforce all appropriate codes and regulations in a firm, fair, tactful, and impartial manner. Ability to read and interpret municipal codes, construction plans and specifications and recognize deviations from those plans during construction.

Language Skills and Interpersonal Communication

Requires effective communication skills and the ability to provide effective and courteous assistance to customers (external and internal). Requires the ability to speak clearly, distinctly and effectively with fellow employees, contractors and the general public. Knowledge of computers and related software. Ability to read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, diagrams and drawings, procedures, programs and services; and to follow verbal and written instructions.

Work Environment

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and equipment, fumes or airborne particles, toxic or caustic chemicals and outside weather conditions with 80% of the work being performed in the field. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

Special Requirements

Requires a valid Motor Vehicle Operators License; possession of valid Certification by the International Code Council (ICC) as a Residential Combination Inspector or ability to obtain such certification within a reasonable period (no more than 12 months) following appointment to position.

The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution 2009-00766
Dated 10/05/09