



BUILDING INSPECTOR NORWALK, IOWA

The city of Norwalk, Iowa is accepting applications for the position of Building Inspector. Under the general direction of the Chief Building Official, the Building Inspector provides inspections and enforcement of all building, plumbing, electrical, mechanical, and/or fire codes adopted by the City of Norwalk for commercial and residential construction. Provides plan reviews for the above codes, addresses questions and concerns from architects, general contractors, sub-contractors and homeowners concerning code issues. Advises the public on acceptable, proven corrections to problems found in the field, and seeks compliance with the intent and purpose of model code standards.

Salary Range: DOQ

Education and Experience Requirements:

- High school diploma/GED plus education or formal training in administration of building, plumbing, electrical, mechanical and related fields.
- Three years of active code enforcement and/or construction trade experience required; five years preferred.
- Ability to read and understand plans and specifications and make detailed residential field inspections; including interpret applicable codes with accuracy.
- Valid Iowa driver's license and must have a good driving record for past three years.
- Candidate may be required to secure and maintain the Residential Combination Inspector licenses through the International Code Council, plus the Property Maintenance and Housing Code Inspector license. Qualified candidates may be given up to two (2) years to secure said licenses.

Residency: Must live within a 30-minute response time.

Qualified candidates should submit cover letter, resume, professional references, and required City of Norwalk application to City Hall via email (shelleys@norwalk.iowa.gov) or paper copy. Paper material can be mailed to 705 North Ave, Norwalk, IA 50211 – Attention: Shelley. Application forms and a complete job description are available at www.norwalk.iowa.gov. Applications and resumes will be received until November 22, 2016. EOE.

Building Inspector City of Norwalk, Iowa

Adopted Date:

FLSA Status: Non - Exempt

Job Status: Full Time, Overtime

Residency: Within 30 minutes of Norwalk City Limits

Department: Development Services

Reports to: Chief Building Official

Pay Range: DOQ

Job Summary:

Under general direction of the Chief Building Official, provides inspections and enforcement of all building, plumbing, electrical, mechanical, and/or fire codes adopted by the City of Norwalk for commercial and residential construction. Provides plan reviews for the above codes, addresses questions and concerns from architects, general contractors, sub-contractors and homeowners concerning code issues. Advises the public on acceptable, proven corrections to problems found in the field, and seeks compliance with the intent and purpose of model code standards.

Essential Job Functions

Ability to accurately interpret, analyze, apply and enforce all pertinent building, plumbing, electrical, mechanical, rental, and fire codes adopted by the City; conduct effective field inspections at a variety of locations with or without hazards; conduct effective plan review; work effectively with co-workers, other departments, and external individuals/groups to accomplish the City's goals; ability to legally operate a motor vehicle in the State of Iowa; and maintain accurate records.

Routine Job Duties/Responsibilities

- Performs field inspections relating to building (structural, framing, footings, etc), plumbing (utility, sanitary, and/or storm sewer), electrical, mechanical (HVAC) and/or fire codes for commercial and/or residential construction to ensure compliance with adopted building codes and ordinances. This includes new construction, remodeling, addition, rehabs, rental properties and/or other structures (fences, garages, storage sheds, pools, etc.)
- Provides plan review for building plumbing, electrical, mechanical and/or fire codes.
- Consults and informs architects, engineers, contractors, builders and homeowners providing code related interpretations and education.
- Compiles quarterly and yearly performance reports.
- Maintains accurate records of all inspections and correspondence, schedules appointments as required.
- Performs other duties and responsibilities as assigned.

Minimum Training & Experience Required to Perform Essential Job Functions

- High school diploma/GED plus education or formal training in administration of building, plumbing, electrical, mechanical and related fields.
- Three years of active code enforcement and/or construction trade experience required; five years preferred
- Ability to read and understand plans and specifications and make detailed residential field inspections; including interpret applicable codes with accuracy
- Valid Iowa driver's license and must have a good driving record for past three years.
- Candidate may be required to secure and maintain the Residential Combination Inspector licenses through the International Code Council, plus the Property Maintenance and Housing Code Inspector license. *Qualified candidates may be given up to two (2) years to secure said licenses.*

Skills Required to Perform Essential Job Functions

- Ability to handle confidential information in a sensitive manner
- Ability to take initiative
- Effective oral and written communication skills
- Excellent interpersonal communication skills
- Problem solving ability
- Accurate mathematical skills
- Excellent telephone techniques
- Sound judgment and decision making abilities within high stress situations
- Ability to concentrate in a diverse work setting

Knowledge Required to Perform Essential Job Functions

- Knowledge or ability to obtain knowledge of International Building Code, International Residential Code, National Electric Code, International Plumbing Code, International Mechanical Code and/or International Fuel Gas Code, the City's Zoning Code, and the City's Code of Ordinances.
- Knowledge of general construction practices
- Ability to conduct combination inspections
- Proficiency with PC's, software and applications
- General knowledge of standard office equipment

Working Conditions

- Work is performed primarily off-site in varying weather conditions with moderate exposure to excessive noise, poor lighting, dust/dirt, fumes, moving equipment/parts, and similar hazards associated with construction sites. Off-site activities require the operation of a motorized vehicle. Use of personal protective equipment may be required at construction sites.
- Occasional work in an indoor office setting.
- Physical effort is needed to lift, carry, and push items up to 50 pounds during field inspections.
- Basic communication skills such as talking, seeing, and hearing are needed for frequent person-to-person contact and telephone usage. Use of hands and fingers to handle objects and control automated equipment, inspection equipment, and office machines, using finger dexterity.
- Reaching, stooping, kneeling and climbing are required to perform numerous field inspection tasks.

Safety Hazards

- General construction hazards including falls, falling objects, etc.
- Electrical hazards
- Fire hazards
- Traffic hazards

The City of Norwalk is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Building Inspector
City of Norwalk, Iowa

Job Description/Acknowledgement Form

Please Read the following statements and circle your answer

Yes No I have been provided a copy of the job description, or the job functions/requirements have been explained to me.

Yes No I understand the job requirements

Yes No I can perform all of the functions of this job

Yes No I understand a post job offer drug test and physical exam are required

A negative response will not preclude your being considered for this particular job. If the answer to one of the above questions is "NO", please identify each and every function or task included with the job description which you are unable to perform, with or without reasonable accommodation.

Please sign and return this acknowledgement form with your completed City of Norwalk application.

Thank you.

Applicant Name (Printed)

Applicant Signature

Date