

**Classification: Exempt**

**Range: 120**  
**(41,000-59,000)**

**City Of Brush!**

**BUILDING INSPECTOR**

**General Statement of Duties:** Responsible for enforcement of codes and standards in construction, alteration, repair, and demolition of buildings and other structures. The position works independently and reports to the City Administrator.

**Essential Functions:**

- Interprets building, planning, zoning, and compliance codes
- Performs building inspections
- Issues building permits
- Serves as Flood Plain Administrator
- Provides zoning, subdivision, and annexation information to the public
- Provides excellent customer service for the Building Dept.
- Provides staff support for the planning commission and board of adjustment
- Manages the Tree Board

**Examples of Duties:**

The following duty statements are not intended and should not be interpreted to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this position. Other duties and responsibilities are performed as assigned.

- Performs onsite inspections of residential, commercial, industrial, and other buildings during and after construction to ensure compliance with approved plans and specifications under the City's codes and ordinances.
- Reads and interprets construction drawings to ensure that the specifications meet codes. Determines compliance with codes and cites and records violations. Provides education to correct the violation. Re-inspects to ensure that violations have been corrected.
- Verifies possession of valid permits for new construction, alterations, major repairs, and additions to buildings.
- Examines plans and specifications for compliance with adopted codes and standards.

- Interprets and explains building ordinances, codes, and regulations to builders, contractors, homeowners, and other interested parties. Provides information to realtors, appraisers, developers, architects, and the general public regarding building codes.
- Provides general zoning, building, and related code information to the public. Works in coordination with the Community Development Director providing application forms and permit applications to the general public.
- Provides guidance in completing various permit applications and forms, making sure applicants understand the permitting process and the necessary information and attachments required to submit an accurate and complete application. Provides education of all relevant code and ordinance requirements of specific projects before issuing the permit.
- Processes permit applications by checking for accuracy and completeness, calculating fees, ensuring compliance, and communicating with the applicant. Issues permits once all requirements have been met.
- Prepares and maintains a variety of data on permitting activity. Prepares, maintains, and stores records, files, and logs related to permit issuance and inspections.
- Explains flood plain / way requirements to builders, home owners, realtors, and the general public.
- Enforces flood plain / way requirements in all building projects and ensures awareness as part of the educational process of permitting.
- Maintains City flood plain / way management files.
- Provides staff support to the Tree Board and the Airport Advisory Board.
- Coordinates special projects as assigned, including Americans with Disabilities Act compliance, Safety compliance, and floodplain management program.
- Prepares annual department budget.
- Performs all other duties as assigned.

**Physical Requirements and Work Environment:**

The job's physical demand requirements place the position in the *Light* category according to the U.S. Dept of Labor's Dictionary of Occupational Titles, Volume II, Fourth Edition, Revised 1991.

*Occasional (1%-33%), Frequent (34%-66%), Constant (67%-100%)*

Requires standing, walking, climbing, squatting, crawling, stooping, kneeling and carrying occasionally.

Requires sitting and overhead reaching frequently.

Requires angular reaching, wrist flexion/extension, elbow flexion/extension, supination/pronation (rotation of the forearm at the elbow) and grasping constantly.

Ability to overhead pull various objects such as notebooks from shelves occasionally.

Ability to lift 20 pounds from ground to waist level occasionally.

Ability to carry 20 pounds to 30ft occasionally.

Requires fingering ability on a computer keyboard frequently.

Work is primarily performed in a standard office setting, however will require exposure to inclement weather conditions occasionally in performing building inspections.

### **Knowledge, Skills, and Abilities**

The position requires effective communication and organizational skills with the ability to deal with a variety of technical and legal issues. Must have the ability to deal tactfully and diplomatically with the general public, City Council, other City employees, contractors, etc.

Must have the knowledge to review construction drawings.

Must have the ability to collect and analyze information and prepare reports utilizing computer work processing and spreadsheet software.

The employee shall work well under pressure, meet multiple and sometimes competing deadlines.

The employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.

Must possess or be able to obtain a valid Colorado Class C driver's license.

Must be well versed in International Building and Technical Codes and Standards.

Should have a working knowledge of current construction principles, practices, materials, and methods.

Ability to read, understand, and correctly interpret technical written material, site plans, diagrams, blueprints, maps, and specifications.

Thorough knowledge of and ability to read, interpret, and apply City of Brush policies, codes, and regulations concerning building inspection compliance.

Knowledge of National Flood Plain Insurance Program and flood way requirements.

Knowledge of safe building and inspection procedures including OSHA regulations.

Ability to detect hazards and violations and recommend corrective actions.

Able to communicate, interact, and function effectively under stressful and/or confrontation type situations that require counseling, instruction, persuasion, or negotiation. Ability to provide excellent customer service in these settings.

Knowledgeable of the required and necessary records, reports, documents, and related information plus ability to maintain proper data and information as required.

Ability to provide direction and give clear and precise verbal and/or written responses to inquiries or requests for information; perform multiple tasks at the same time; work accurately with frequent interruptions; provide attention to detail; receive / process confidential information; and, use judgment to correctly apply City policy, governing codes, law or other standards to specific situations.

Able to speak, interact, and work with individuals with varying degrees of education, as well as cultural influences in a professional manner which promotes better understanding, good public relations, and excellent customer service.

Ability to work safely and execute judgment with respect to risk management and safety.

### **Education**

ICC/ICBO certification in building inspection required within one year of hire.

Additional ICC/ICBO certifications a plus.

Training in National Flood Plain Insurance Program a plus.

### **Experience**

3-5 years of experience as a building inspector preferred.

Minimum of 3-5 years in customer service with direct public contact required.