

## **Building Inspector**

### **Job Description**



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<b>Position Title:</b>	<b>Building Inspector</b>
<b>Division:</b>	<b>Building</b>
<b>Department:</b>	<b>Community Development</b>
<b>Reports To:</b>	<b>Planning Director</b>
<b>Safety Sensitive:</b>	<b>No</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>
<b>Month and Year:</b>	<b>January 2023</b>

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**GENERAL STATEMENT:** The Building Inspector is responsible for the overall enforcement of construction permitting, inspection, and compliance with the applicable International Codes and Town ordinances relating to building construction and maintenance as adopted by the Town of Avon.

**SUPERVISION RECEIVED:** Works under the general guidance of the Building Official.

**SUPERVISION EXERCISED:** None.

**WORK ENVIRONMENT:** Work is performed in an office setting, as well as in the field at construction sites and may be subject to all weather conditions, and all site conditions normally found in commercial and residential construction sites in mountainous terrain. Exposure to dirt, smoke, fumes, extreme heat and cold for long duration, outside atmospheric conditions, traffic noise, and dust for sustained periods of time. Must be able to drive Town vehicles, walk to and around construction sites and within buildings under construction, remodeling, or demolition; climb stairs, ladders and scaffolding; stand, stoop, sit, and bend for long periods of time; twist; and lift and/or move objects up to 50 pounds.

Normal work schedule is Monday through Friday during business hours, although may be subject to work before and after business hours dependent upon the needs of the department and customers.

#### **ESSENTIAL FUNCTIONS:**

1. Establishes and maintains records and files for all phases of construction permitting, inspections, and construction code enforcement.
2. Establishes and maintains written building guidelines of administrative procedures related to construction permitting, inspection and enforcement activities, application review, and approval procedures.
3. Assists staff and the public in the interpretation and application of building codes.
4. Assists in planning operations through document review.
5. Performs commercial and residential application, plan, and blueprint reviews, prior to construction to ensure conformance to appropriate building codes as amended and adopted by Town ordinances.
6. Inspects construction sites to guarantee work within the Town is maintained in compliance with Town regulations and applicable building codes regarding cleanliness, public safety, limits of construction, and erosion control.
7. Works with builders to discuss and offer remedies to deficiencies noted.

8. Ensures performance of all phases of routine inspections (i.e., footing and foundation, plumbing, heating, framing, electrical, and final building inspections) for new construction and other improvements requiring a construction permit.
9. Notifies relevant Town departments and divisions and outside agencies, as applicable, concerning construction permit applications, provides a reasonable response time, and/or provides any necessary approvals prior to issuance of construction permits and Certificates of Occupancy.

**Other Duties and Functions:**

1. Attends professional meetings and receives training as required.
2. Meets with contractors, builders, and the public to discuss plans and code requirements and suggests alternatives to plans and construction to bring about compliance with appropriate codes and ordinances.
3. Performs the essential functions of the Development Coordinator in their absence.
4. Cross trains in other functions within the department as needed.
5. Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of techniques and materials of the construction trade, and of the stages in construction where and when possible, defects in building, electrical, plumbing, and mechanical installations may be easily observed and corrected.
2. Ability to read, interpret, and clearly explain all construction codes to non-technical personnel.
3. Ability to read, understand, and interpret technical written material, plans, diagrams, blueprints, and specifications.
4. Ability to detect hazards and violations, recommend corrective actions, and follow up to ensure resolution of the hazards and violations.
5. Ability to communicate effectively, both verbally and in writing, with construction trades, other staff, and the public.
6. Ability to establish and maintain effective working relationships with department, peers, contractors, and the public.
7. Ability to effectively use various computer software for writing correspondence including memos, letters, and email; and tracking, accessing, and maintaining construction and permitting data.
8. Requires possession of a Colorado C Driver's License.

**EDUCATION AND EXPERIENCE:** This position requires 2-3 years of experience in the construction industry, and the ability to obtain Residential and Commercial Plumbing and Commercial Building certifications by International Code Council (ICC) within 1 year. The Community Development Department will prioritize applicants with existing any existing certifications, including journeyman electrical and/or any ICC certifications.

**ACKNOWLEDGEMENT:** I understand the requirements and essential functions of this job description. I also understand that the duties listed above are not all inclusive and may be revised, or other duties may be assigned, to meet the needs of the Town. I will perform those above and other duties as directed by my supervisor.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_