

CITY OF HARRAH

OCCUPATIONAL TITLE: Building Inspector

OCCUPATIONAL CODE: 4111

DEPARTMENT/DIVISION: Administration

SAFETY SENSITIVE: YES

GENERAL DEFINITION:

This is responsible enforcement work in the skilled inspection of all residential, commercial, and industrial building construction; and, in the review of proposed building construction and/or development plans to assure compliance with the City's building and zoning codes, ordinances, housing code compliance and enforcement work.

This incumbent inspects residential, commercial, and industrial structures that are under construction or being altered or remodeled. Each structure is inspected for safety, sanitation, zoning and component systems (building, electrical, heating, air conditioning, plumbing, and related installations.).

An employee in this class is responsible for reviewing building plans and schematics for additions and structural alterations of existing or new buildings for proper compliance with City building codes and for inspecting the actual work to assure that what is constructed or altered adheres to such codes. The incumbent also handles the formal aspects of building permit application processing, enforces zoning ordinances, inspects structures for safety violations, and provides guidance to builders, developers, and citizens on zoning and/or building code questions. The incumbent receives direct supervision from the City Planner. The work is regularly reviewed through written reports, conferences and observation of departmental results obtained.

ESSENTIAL FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of this position.)

- Review and approve building, alteration, and repair plans for conformance with established standards. Apply technical knowledge of City codes, regulations, and ordinances.
- Review unusual inspection problems by accompanying other personnel to site and providing technical assistance.

- Inspect building and construction projects in order to determine whether materials are used, and work performed is in compliance with related City codes, ordinances and regulations.
- Enforce City codes, regulations, and ordinances governing building and construction installations, as well as the permit and certificate of occupancy codes.
- Interpret and explain building codes, ordinances, and regulations to builders, contractors, homeowners, and other interested individuals.
- Notify contractors/builders of any defective or improper installations in person, by letter, or by telephone.

ESSENTIAL FUNCTIONS AND DUTIES: (Continued)

- Recommend to contractors/builder's corrective measures needed to bring defective or improper installations into conformance with City codes, regulations, and ordinances.
- Issue building and zoning permits and maintain necessary records of all permits issued.
- Make required reports to the City Planner, and occasionally attend Board of Adjustment and Planning Commission meetings to explain various technical aspects of building and zoning codes and policy questions.
- Give advice to builders, developers, and the general public on proper compliance with the codes.
- Handle sign and curb cut permit functions; occasionally issue non-compliance citations.
- May assist in drafting proposed changes to the building and zoning codes.
- Examine courthouse records to determine person responsible for a specific code violation; follow notice procedure outlined in the code to notify citizens in writing of code violations and time frame for abatement.
- Appear in Municipal and District Court as an expert witness to present evidence in a code violation case.
- Do any and all other functions that may be required by the City Manager, or other appropriate supervisors.

MINIMUM QUALIFICATIONS:

- Within 6 months from date of hire become certified/licensed as a Building Inspector by the State of Oklahoma.
- Skill in reading and interpreting engineering and architectural plans, specifications, and blueprints.
- Skill in making sound technical recommendations.
- Knowledge of major types of building construction, methods, materials, equipment, and codes, etc.

- Ability to read, understand, and interpret ordinances, laws, and other operating procedures, and communicate orally and in writing.
- Ability to exercise good judgment in the inspection situation.
- Ability to detect code violations and take appropriate action.
- Ability to deal effectively with the public and coworkers, using tact and diplomacy.
- Ability to make decisions that could affect the well-being of the public, department, fellow employees, as well as others.
- Ability and willingness to maintain strict confidentiality.
- Must possess a valid Oklahoma Driver's license and be insurable.
- Some exposure to unpleasant weather and requires continuous attention to safe working and operating procedures to ensure the safety of oneself and fellow citizens.
- Must have the visual acuity to identify problems, detect danger, read fine print, etc.
- Must have the physical ability to climb stairs and ladders to make proper inspections.
- Must possess the aural acuity to understand conversation in quiet and noisy environments and understand radio transmissions.
- Hearing and speech are required to communicate effectively and transmit information via the radio, in court, and in person.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Must be willing to perform duties during non-standard work hours, when necessary.
- Much of the work is performed outdoors, but employee is also subject to sitting, standing, walking, or using a telephone for extended periods of time.
- Must have the strength to lift, push, pull, or carry objects weighing 50 pounds or more.
- High degree of concentration required when making inspections to assure absolute accuracy.
- Subject to exposure to offensive smells, dust dirt, water, vibrations, and loud noise.
- May be exposed to injury from moving equipment, insect bites, poisonous plants, flying objects, slippery surfaces, or hazardous materials.

SUPERVISION:

This position is under the supervision of the City Planner.

EEO Class: Technicians (T/9651)
Exempt

FLSA Status: Non-

Grade H2-H3-H4

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and for no term of definite duration. I also understand and agree that either the City of Harrah or I may terminate my employment relationship at any time.

Employee

Date

The City of Harrah, Oklahoma, is an Equal Opportunity Employer.