

## Storey County Job Description

# Building Inspector Trainee

<b>Class Title:</b>	Building Inspector Trainee
<b>Reports To:</b>	Community Development Director or designee
<b>FLSA Status:</b>	Non-Exempt
<b>Created:</b>	09/29/08
<b>Last Revised:</b>	08/18/11; 07/01/14; 09/04/19

### JOB SUMMARY

Under close supervision and direction of the Community Development Director or his/her designee, receives training in the field while assisting in technical building inspection work in enforcing compliance with commercial, non-commercial structural, architectural, electrical, plumbing, and other related building codes, regulations, and ordinances; receives training in the field while assisting in enforcement activities as related to the International Building Code (IBC), Nevada Revised Statutes (NRS), and Nevada Administrative Codes (NAC), and related federal, state, and local regulations relating to building inspections, building codes, and code enforcement.

### DISTINGUISHING CHARACTERISTICS

This is an entry-level trainee position in the Building Inspector series. The incumbent is expected to learn the full-range of Building Inspector duties, meet the necessary education and/or certifications for the Building Inspector I classification, and be classified as a Building Inspector I within 12 months of hire. The Building Inspector Trainee is distinguished from Building Inspector I by the level of required experience, education and/or certifications, and level of supervision and authority.

### EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Participates in classroom, direct instruction, and self-directed style training to learn various aspects of construction codes, regulations and local ordinances applicable to the work of building inspections to include areas relating to residential and commercial construction.
2. After codes, regulations and ordinances relating to inspection are mastered, develops proficiency in inspecting the work in the construction, alteration, or, repair of commercial, industrial, and residential buildings and other structures including foundations, and framing; checks plumbing, HVAC, and electrical installations, including fixtures and appliances.
3. Develops proficiency in evaluating work for compliance to construction codes, ordinances, regulations, and relative to approved plans; issues notices to identify corrections required for compliance.
4. After codes, regulations and ordinances relating to plan review are mastered, develops proficiency in the inspection of structures for accuracy, completeness and conformance to applicable laws and codes

5. Receives building, grading, and other permit applications, plans, and fees; processes applications and plans, and reviews them for completeness and conformance with policies and procedures.
6. Assists in reviewing building plans, specifications, and calculations to ensure compliance with codes; approves permit applications and plans prior to permit issuance; calculates permit fees; may assist in coordinating plan review and approvals with other county departments, the Storey County Fire Protection District, Comstock Historic District Commission, applicable architectural review boards, and other agencies.
7. With assistance, inspects new buildings and structures and additions to and alterations of existing buildings and structures, for compliance with codes. Assists in preparing detailed reports on the condition of structures, and compliance and non-compliance with codes; issues compliance, non-compliance, and abatement notices; maintains inspection files, conducts follow-up inspections, and applies abatement procedures. With authorization by the director or his/her designee, this position has the authority to deem a building or structure unsafe or uninhabitable, and to issue orders for stop-work, nuisance and abatement, do-not-occupy, and condemnation.
8. Investigates complaints about building and safety hazards and code violations; determines if action is required, may determine and takes appropriate action; reports status to director or his/her designee.
9. Confers, educates, and coordinates with developers, customers, community groups, property owners, and the public about codes and related subjects; facilitates proactive voluntary code compliance; and empowers community self-help programs.
10. Coordinates with appropriate building officials, supervisors, entities and other administrators in locating vacant and abandoned buildings and structures; posts notices.
11. Assists with investigations and site inspections; coordinates with other departments on administering applicable land use regulations, zoning, special use permits and variances, court data, corporation status, county assessor, and other databases and organization sources.
12. Remains current on building and life safety codes and regulations for commercial and non-commercial buildings and uses; under direction and guidance, works closely with the planning department and the fire district in administering regulations; and reviews agenda items, inspection reports, special use and other planning permits and reports, and other information to assure existing and proposed uses conform to building and fire codes, zoning codes, FEMA flood hazards zones, and other regulations.
13. As applicable to buildings and construction within designated floodplains, reviews permit applications for commercial and non-commercial development; assists with local floodplain ordinances; assists the floodplain management team in updating ordinances; and assists in floodplain management studies, plans, and mapping activities.
14. Remains current on new and proposed federal and state legislation related to the field; provides comments and recommendations to the director or his/her designee.
15. During emergencies, may respond to and actively participate in all-hazard Incident Command Systems (ICS); may provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; may assist in coordinating responses among various jurisdictions and functional agencies, both public

and private; and may assist in establishing common processes for planning and managing resources in the ICS; may assist departments on their emergency management and ICS plans.

16. Maintains all required certifications and licenses; attends and participates in professional group sessions; stays abreast of new trends and innovations related to the field.
17. Serves as a representative of Storey County and the Community Development Department, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.

## QUALIFICATIONS

### Knowledge of

1. Universal building construction and plan vocabulary, techniques and principles; Familiarity with the International Building Codes (IBC) and other federal, state, and county regulations applicable to residential and non-residential construction; and field inspection practices.
2. Familiarity with FEMA National Flood Insurance Program (NFIP) and floodplain management regulations, programs, and practices applicable to buildings and construction.
3. Business and geometric mathematics sufficient to calculate measurements of construction plans and sites for code compliance, and to calculate building permit and other fees.
4. Correct English usage including grammar, punctuation, and vocabulary.
5. Basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office, and other applicable programs and software.
6. Principles of customer services and working within a team-oriented work environment; methods and techniques for dealing with the public during stressful situations.

### Ability to

1. Obtain the necessary experience, education and/or certifications, and otherwise qualify for the Building Inspector I classification within 12 months of hire.
2. Under supervision, perform thorough and accurate examinations of basic commercial and non-commercial building and site plans and specifications with guidance by qualified inspectors;
3. Perform mathematical calculations applicable to building and site plans and permits; coordinate plan review and approvals with other departments; apply policies and procedures efficiently and in a practical manner.
4. With guidance, perform thorough and accurate code compliance inspections; apply codes and regulations to practical use and under varying conditions with guidance; investigate complaints, evaluate alternatives, recommend appropriate resolutions; enforce regulations with firmness, tact, and impartiality.
5. Effectively communicate verbally and in-writing; gather, analyze, and prepare valid and reliable data and information; present to individuals and groups in understandable and persuasive manner; promote constructive and efficient cooperation in a team environment; act courteously and communicate effectively with others in a variety of different emotional states, from a variety of different backgrounds, and with different educational backgrounds and mental capacities.

6. Maintain accurate records; exercise sound independent judgment within established guidelines; work effectively under pressure of deadlines, conflicting demands, and during emergencies.
7. Operate basic modern office equipment including telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office, and other programs and systems applicable to the position; type at a sufficient rate and with accuracy to perform the functions of the position; and operate a motor vehicle for intermittent and extended periods.
8. Consistently demonstrate a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
9. Carry out and actively participate in an assortment of special and ongoing projects.
10. As allowable by law, maintain and handle information in a highly confidential manner.
11. Represent the department in the court of law and testify on matters pertaining to building development, code enforcement, violations, and related matters, as necessary.
12. Continue education and training to remain current on latest policies, practices, and required certifications; remain current on new and proposed federal and state legislation related to the field.

### **LICENSING, EDUCATION & OTHER REQUIREMENTS**

1. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
  - High school diploma or equivalent
  - At least 1 year of experience in building and construction industry
  - Combination of experience and education
2. International Code Council (ICC) Residential Inspector – required within 12 months of hire.
3. Possess and maintain a valid Nevada Driver License appropriate for vehicles and other equipment operated.
4. Military experience applicable to the duties of this position may be preferred.
5. The ability to pass a criminal background investigation.
6. The incumbent must complete the requisite training and certifications to advance to the Building Inspector I within a period of one (1) year in order to maintain employment.
7. At the end of the successful trainee program, including successfully completing all program examinations and obtaining the required certifications, the employee will be reclassified to Building Inspector I.

### **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements.** Strength, stamina and dexterity to sit in vehicles operating on rough roads, wildland areas and off-road terrains; walk on uneven or slippery surfaces; climb ladders and scaffolding, and walk on high roof tops; frequent bending, sitting, reaching, kneeling, standing for long periods; occasional lifting of items weighing up to 50 pounds; reaching for items above the head and below the feet; enter confined spaces and other areas; visual acuity for field inspections;

strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods; dexterity and coordination to handle files and single pieces of paper; manual dexterity and cognitive ability to operate a personal computer; ability to communicate via telephone and other telecommunications equipment. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

- **Working Environment.** Work is typically performed under the following conditions: position functions indoors in an office environment where a portion of work is performed at a desk and on a computer, and work is performed in outdoor environments with intermittent to frequent exposure to a variety of extreme weather conditions, including heat, rain, snow, cold, wind, and dust. Work is typically performed independently with reporting directly to immediate supervisor. Frequent travel by motor vehicle and use of other motorized equipment. Work will include periodic contact with angry and upset individuals under stressful situations. Frequent interruptions to planned work activity by telephone calls, office visitors, and response to unplanned events.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**