



## BOONE COUNTY JOB DESCRIPTION

**JOB TITLE:** Building Inspector      **NEW:** X      **REVISED:**         
(Please check one)

**REPORTS TO:** Chief Building Inspector      **FLSA:** Non-Exempt      **DATE:** 10/11

**DEPARTMENT:** Resource Management      **JOB CODE:** 206

**DEFINITIONS:**

With general supervision, conducts building inspections and enforces and implements all aspects of the national building code and County regulations and amendments for both residential and commercial building.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Assists clients with understanding code requirements involved in planning and building minimum standards; approves the installation of structural components and systems, such as foundations, floors, wall construction and coverings, roof-ceiling and fireplace construction, mechanical heating and cooling, which includes gas, electric and hydraulic piping, plumbing systems and all aspects of electrical and communication wiring.

Checks utility structures such as swimming pools and accessory buildings for compliance to minimum standards; answers questions regarding building planning, building components and alternative products and makes calculations in a variety of different areas for construction not requiring architectural or engineered plans

Reviews pre-plans to determine the sufficiency of building design in relation to size, and the communities capacity to protect property and life based on national standards; reviews calculations and assumptions made by the designer; checks life safety, occupancy, and accessibility standards by calculations, tables, national standards, fire safety codes, N.E.R. reports and specifications.

Determines where sufficient information has been submitted in an existing building to insure that changes can be made without decreasing the safety of the building.

Checks plumbing for capacity and compliance with use group and accessibility requirements; checks electrical calculations for capacity, wiring types, application specifications, sufficiency of service and special requirements for such things as elevators, alarms, emergency lighting, motors, wiring, transformer and other NEC requirements.

Inspects each phase of the building process for compliance with the plans and specifications, including building, electrical, mechanical, plumbing, fire safety, and handicap accessibility.

**KNOWLEDGE AND SKILLS:**

1. Considerable knowledge of equipment, facilities, materials, methods, and procedures used in commercial and residential construction.
2. Considerable knowledge of Boone County building codes.
3. Considerable knowledge of OSHA regulations and of safety procedures.
4. Skill in planning scheduling and reviewing inspections.
5. Skill in communicating with contractors to identify problems, coordinate work and respond to building schedules.
6. Skill in reading and interpreting building plans and related documents.
7. Skill in applying basic mathematical concepts to compute rate, ratio, and percent and to draw and interpret graphs.
8. Skill in reading and interpreting sketches diagrams and blueprints.

**MINIMUM QUALIFICATIONS:**

Associate's Degree in Mathematics or Engineering; five years experience in various aspects of the building trade.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)