



BOONE COUNTY JOB DESCRIPTION

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| JOB TITLE: <u>Chief Building Inspector</u> | NEW: <u>X</u> | REVISED: <u> </u> <small>(Please check one)</small> |
| REPORTS TO: <u>Director, Planning & Building</u> | FLSA: <u>Non-Exempt</u> | DATE: <u>10/08</u> |
| DEPARTMENT: <u>Planning & Zoning</u> | JOB CODE: 1071 | |

DEFINITIONS:

With limited supervision, plans organizes and supervises building inspection 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.)*

Performs building inspections on new construction and alterations; reviews construction plans for commercial structures to determine compliance with code requirements; provides information on construction techniques to laymen; assigns inspections to inspectors and reviews routes and personnel requirements.

Checks building sites to ensure that construction will take place in accordance with required building setbacks; inspects footings for proper width, depth, and required re-enforcing; ensures that soil-bearing capacity is sufficient for support of structure.

Confers with engineers, architects, and manufacturers on large commercial and public structures; inspects plumbing drains and vent lines installed prior to concrete being placed.

Conducts inspections to ensure components meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards.

Inspects electric meter base for proper installations and wiring; conducts final inspection of premises upon completion of construction.

Prepares inspection notations on file, copies, and enters into computer and informs contractors of any code discrepancies; performs periodic review of code to determine need for revision; assists building inspectors with code interpretation; advises Director of code requirements; assists builders with completion of building permit applications; reviews supplemental information on materials considered for construction.

Prepares periodic reports of construction and inspection activities; maintains vehicle records and schedules maintenance of vehicles; advises Building Code Commission and Building Code Board of Appeals; serves as liaison with Fire Marshall.

Reviews technical bulletins for code revisions; supervises building employees, carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Assists in interviewing, hiring, and training employees, planning, assigning, and directing work; appraises performance, rewards and disciplines employees; and addresses complaints and resolves problems.

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 managers and employees to diagnose problems, coordinate work and respond to departments' needs.
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:

Bachelor's Degree in Building, Architecture, or Engineering; five years experience in building and construction trades; two years in supervisory experience.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)