



**CITY OF CRETE
Building Inspector**

Job Status: Non-Exempt; Full-time

Reports to: City Administrator

**Supervisory
Responsibilities: None**

I. GENERAL FUNCTIONS

This person is responsible for inspecting both proposed plans and physical manifestations of building construction, alteration, repair, or demolition; to insure and secure compliance with building codes, zoning ordinances, electrical codes, plumbing codes, safety, health, and other related codes and regulations adopted or accepted by the City of Crete. This employee is required to perform ongoing and final building inspections, electrical and plumbing inspections, special inspections, and investigate complaints of code violations.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Inspects and interprets construction, renovation, and demolition plans for compliance with pertinent Statutes, Regulation, and Ordinances. Issues appropriate permits upon plan approval.
2. Inspects building, during, and upon completion of construction, alteration, repair and demolition as necessary; inspects for structural safety, health, zoning and conformity or entire structure with building plans.
3. Investigates and responds to complaints; makes special inspections; works with property owners and contractors to resolve violations; investigates and gathers evidence of alleged violations and prepares information for issuance of warrants for violations of Building Code, Zoning ordinances and relevant ordinances.
4. Issues certificates of occupancy for all buildings found in compliance with the building code, zoning ordinances and other relevant codes and regulations after receipt of properly executed application for certificate of occupancy.
5. Inspects signs and enforces sign ordinances; checks installation, size, location and set back for signs to ensure adherence to zoning district requirements.
6. Answers specific inquires (received by telephone, TDD, in person, or in written format) regarding Federal regulations, Nebraska statues or regulations, and city ordinances or regulations.
7. Maintains legible, orderly, and accessible records generated by execution of assigned duties.
8. Conducts and coordinates inspections of potential water cross connections, and administers the City cross connection program. Files and maintains all pertinent Federal and State reports.

9. Conducts inspections of City owned properties and buildings to determine ADA compliance, coordinates development and implementation of transition plan.
10. Acts as construction inspector and/or coordinator on City construction projects as assigned.
11. Other duties as assigned.

IV. KNOWLEDGE, SKILLS, ABILITIES

1. Considerable knowledge of the materials, methods and practices employed in building construction, including but not limited to carpentry, masonry, plumbing, electrical wiring, and excavation.
2. Ability to quickly assimilate knowledge of the codes, regulations and ordinances governing building construction in Crete, Nebraska.
3. Ability to assimilate knowledge of the legal procedures related to the enforcement of municipal codes and ordinances
4. Ability to recognize faulty construction or hazardous conditions created by deterioration.
5. Ability to read and interpret building construction plans and specifications and to recognize deviations from such plans in actual construction.
6. Ability to enforce codes, regulations corrective measures firmly, tactfully and impartially.
7. Ability to establish and maintain effective working relationships with supervisors, municipal officials, subordinates, contractors, architects, engineers, property owners, and the general public.
8. Ability to express ideas clearly, concisely, in oral, pictorial and written formats in English.
9. Ability to correctly perform mathematical calculations with or without electronic assistance.
10. Electrical inspections and certifications not required but ability to achieve certification is a plus.

V. DESIRABLE TRAINING & EXPERIENCE

Any combination of work experience and training that allows the essential duties and responsibilities of this position to be achieved.

Experience working with local government and/or utilities is a plus.

VI. MINIMUM QUALIFICATIONS

1. Must have a high school diploma or GED.
2. Considerable experience in building construction trade as a carpenter at the journey, supervisory, or contractor level desired.
3. Considerable experience or licensure in contractor level electrical and plumbing desired.
4. Certification by the International Conference of Building Officials as a Certified Building Inspector.
5. If not certified as detailed above, the applicant will be required to successfully complete the Building Field Inspection and Plan Review Correspondence course offered by the University of Nebraska, within time limits specified by the City Administrator.
6. Possess a valid driver's license.
7. Experience with Microsoft products. (Windows, Office, Server Software etc.)
8. Must be legally authorized to work in the U.S.

- 9. Ability to proficiently read, write, and speak English.
- 10. Must maintain a phone.

VII. WORKING CONDITIONS & PHYSICAL EFFORT

This job operates mainly in a professional environment; however, occasional exposure to difficult conditions such as extreme temperatures and tight spaces is possible. Work will also be performed in areas of extreme temperature and/or humidity, in the presence of various fumes, odors, or airborne particulates, and in areas of variable or extreme lighting or noise. May require use of personal protective equipment at times.

This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, and fax machines and may involve a good deal of walking or standing. It may involve lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

VIII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing below, I acknowledge that I have read and understand the essential functions for the position of Building Inspector and can perform the essential functions with or without accommodation.

Employee Signature

Date

Supervisor Signature

Date