

LATAH COUNTY JOB DESCRIPTION

TITLE: Building Inspector II

DATE REVISED: April 25, 2008

DEPARTMENT: Planning & Building

REPORTS TO: Director

JOB SUMMARY: The building inspector II performs plan reviews and inspections on new construction to determine compliance with applicable building codes as adopted by county ordinance. The inspector coordinates inspection services with applicable county building, and land use ordinances. The inspector will perform building code research necessary to enforce and apply the adopted county regulations. In the absence of a building official, the director may assign some building department management responsibilities to the building inspector II, including but not limited to performance of building official duties described in adopted county ordinances and supervision of other department inspectors. Must perform the duties of the permit technician when necessary.

DUTIES AND RESPONSIBILITIES:

- Reviews plans for new construction and performs the necessary physical inspections of structural components during construction, remodeling, or installation.
- Investigates and initiates required building code enforcement action, follows department policies regarding permit issuance, implements established code interpretations and maintains an organized record keeping and scheduling system.
- Works effectively with builders and the public and provides technical explanation to these groups.

- Completes any necessary building code research. Performs building program services for jurisdictions in which the county has contracted to provide those services.
- May be required to prepare reports, including information regarding the code and/or inspections, and participates in public or judicial hearings, meetings, appeals, or other types of proceedings. This sometimes includes giving testimony under oath.
- May be responsible for managing and scheduling vehicle maintenance.
- May be required to provide training to assistant inspectors or building inspector I's.
- Supports and implements Latah County recycling process.
- Required to work occasional non-regular courthouse hours as the schedule demands.
- Performs other duties as assigned or needed.

QUALIFICATIONS:

- High school graduation or equivalent.
- Two year's experience in building inspection.
- The following certifications are required: ICC Certified Commercial and Residential Building Inspector, Commercial and Residential Mechanical Inspector, Building and Residential Plans Examiner or equivalent ICBO certifications.
- Excellent customer service and public relations skills. Ability to use tact and courtesy.
- Must have and maintain a valid driver's license and maintain a safe driving record while driving during work hours.

TYPICAL PHYSICAL REQUIREMENTS:

- Movement (crawling, climbing, etc) around construction sites necessary for thorough inspections.
- Ability to perform all office functions associated with the above description.