



City of Ouray

Job Description

Title:	Building Inspector	Code:	305
Division:	Community Development	Effective Date:	01/2016
Department:	Community Development	Last Revised:	

GENERAL PURPOSE

Performs a variety of **working level, para-professional and technical duties** related to conducting site inspections on residential, commercial and industrial buildings to assure conformity with established city and ~~state uniform~~ building codes.

SUPERVISION RECEIVED

Works under the general supervision of the Community & ~~Economic~~ Development Coordinator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Building Inspection:

Provides information on building code and City of Ouray Municipal Code (City Code) requirements to owners, contractors, and the general public; reviews applications, plans and blueprints prior to construction; may review submitted documents for conformance to appropriate building codes and City Code regulations; calculates fees and issues permits for building, development, encroachments, signs, and utility connections.

Performs field inspections of construction in progress (i.e. foundations, framing, wood stoves, drywall, final building, safety and other inspections associated with building inspection); issues notices to correct code violations and stop work orders as authorized.

Maintains accurate and complete records of permits, inspections, and correspondence; issues temporary and final certificates of occupancy.

Maintains and updates citywide system of street addresses.

Undertakes special projects as requested such as housing counts, propane tank inspections, and other tasks related to the health, safety and welfare of the community.

Works with City Clerk on EQRs and declarations for water and sewer charges for new buildings, changes in ownership of properties, and changes in use of properties.

Verifies accuracy of drawings of liquor license applications and change to same.

Remains generally alert to conditions and events occurring in and around City facilities indicating anticipated or needed maintenance and repairs.

Communicates with customers, citizens, and team members in a professional and effective manner.

Communicates with other regional building officials in order to understand regional trends and

issues.

Code Enforcement: Surveys private and commercial properties to identify violations of health, zoning, and other city ordinances; enforces ordinances in response to calls or complaints; may issue violation notices; addresses violations of the City Code including those governing nuisances, litter, and junk.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school, plus, two (2) years of specialized training in construction methods and practices related to testing and compliance provided through technical college, professional workshops or university studies;
 - AND
 - B. Five (5) years of responsible experience performing above or related duties;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Working knowledge of the 2009 International Building Codes and familiarity with the City of Ouray Municipal Code; construction methods and materials common to commercial, industrial and residential construction projects; basic engineering standards and codes; political, legal and governmental processes affecting various building programs and project management; building, plumbing, electrical, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blue prints and related specifications; interpersonal communication skills.

Skill in the art of diplomacy and cooperative problem solving; in the use of Microsoft Office applications including Word, Excel and Outlook.

Ability to professionally enforce City ordinances and building codes in a small community without being persuaded by personal or professional relationships; read and interpret technical written material, plans, diagrams, blueprints and specifications; detect hazards or violations, enforce regulations and recommend corrective actions; analyze permanent structures to determine conformity of established codes; communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; understand and explain provisions of applicable Federal, State, County, and City construction related codes and regulations; establish and maintain effective working relationships with superiors, peers, contractors, builders and the general public; work independently with little supervision; work under stressful conditions. Understand and follow oral and written instructions; operate and use modern office equipment including computer and computer programs; physically perform essential functions of the job.

3. Special Qualifications:

Must possess a valid Colorado Driver's license.

Must become B1 Certified Building Inspector from the International Code Council within six to twelve months of employment with the City.

4. Work Environment:

Field inspections require frequent exposure to heights, construction site hazards, weather and frequent exposure to pressure from interpersonal conflict and deadlines. Requires nearly constant contact with the public, frequent exposure to wet and/or humid conditions, and intermittent exposure to stressful situations as a result of human behavior and the demands of the position. Position may require some evening and weekend inspections. Position requires sitting, standing, walking on level, rough and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crawling, grasping and making repetitive hand movement in the performance of daily duties. Fine coordination is used when the incumbent is measuring designated areas for proper conformance. The position also requires dexterity and balance in the use of ladders and walking on roofs, scaffolding, ceiling and floor joists and crawling under structures. Employee must have correctable vision, adequate hearing, and sufficient construction site experience to be aware of the hazards associated with working around heavy equipment. Mental application utilizes memory for details, emotional stability and discriminating thinking

common to most job functions. Frequent travel required in course of performing portions of job functions and periodic exposure to seasonal weather extremes.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)