



Job Description

TITLE:	Building Inspector	JOB CODE:	3465
DEPARTMENT:	Community Development	FLSA:	Non-Exempt
PREPARED:	November 2005		
UPDATED:	August 31, 2020	LOCATION:	Aztec, NM

Summary: Under general supervision, provides professional service to the public through the issuance of permits, plan reviews, building inspections and the interpretation and enforcement of the International Building and New Mexico Building Codes; processes permit applications, computes permit fees and issues building permits; performs all necessary outside inspections and completion of building projects; issues building finals and certificates of occupancy; maintains permit files and correspondence.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Reads, understands and approves building construction blueprints and specifications for code compliance for both residential and commercial buildings.
- Processes permit applications, computes permit fees and issues building permits.
- Inspects residential, commercial, industrial, and other buildings during and after construction to meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards.
- Maintains permit files and correspondence.
- Issues stop work orders; instructs contractors on corrective action.
- Ensures the proper operation and timely maintenance of all assigned vehicles and equipment.
- Observes conditions and issues notices for corrections to persons responsible for compliance.
- Obtains evidence and prepares reports concerning violations which have not been corrected.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the International Building codes and the New Mexico Building codes.
- Knowledge of occupational hazards and safety rules and regulations in building construction and inspection.
- Knowledge of County policies and procedures.
- Skill in reading and interpreting blueprints and specifications to ensure code compliance.
- Skill in scheduling, conducting and documenting plan reviews, building inspections.
- Skill in working with the public and local contractors.
- Skill in writing reports, business correspondence, and procedure manuals.
- Skill in interpreting and following a variety of instructions furnished in written, oral, diagram, or schedule form.
- Skill in following written and oral instructions.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.

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Education and Experience

- High School Diploma or GED equivalent and three (3) years of foreman level experience in the general construction trade.
- Certification as a building inspector by the Construction Industries General Construction Board and the International Code Council for both residential and commercial categories.
- Must surrender contractor's license to the construction industries division to be held in an inactive status for the duration of employment.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an outdoor environment; may be required to lift and carry items more than 50 pounds.
- Work is performed in an office and may be subject to repetitive motion such as typing, data entry with vision to monitor and extended periods of intense concentration in the review of documents and building plans.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment and hand and power tools, 4 wheel drive vehicle.

Approvals:

Employee:

Date:

Supervisor

Date:

Department Head:

Date:
