

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF002 Building Chief Inspector
POSITION #/TITLE: 0666 Building Chief Inspector	Adopted: 07-97
	Revised: 03-09

POSITION DESCRIPTION

Dept: Code Enforcement	Manager Level: Lead Worker
Salary Plan/Description: AFS/AFSCME Bargaining Unit	Salary Grade: 36
Reports To Position #/Job Code #/JC Title: 1261/NB313/Building & Trades Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Civil Service Exam
Personal Protective Equipment: Head, Foot, Protective Clothing	

General Statement of Duties

Provides technical services and oversight to assure that buildings constructed in the City are safe for use and occupation, in compliance with the City building codes and other related laws and ordinances.

Distinguishing Features of the Class

Works under general supervision in the field, supervised from central office; exercises discretionary authority in making decisions concerning building code violations and compliance.

Examples of Essential Work (Illustrative Only)

Assumes primary responsibility for enforcement of Cedar Rapids Building Code;
Coordinates the activities of the building inspection section in cooperation with other inspection sections and chiefs;
Reviews and interprets building code which regulates the inspection and installation of structural systems, as well as related codes, ordinances, and laws; provides work direction to other building inspectors engaged in enforcement of same;
Initiates legal action as necessary to obtain compliance with building codes;
Investigates special problems, technical data or other matters relating to structural inspection, files oral or written reports on same; communicates with contractors and the general public, orally and in writing;
Serves as additional and/or standby plans examiner;
Makes recommendations to improve section operations and procedures;
Maintains manual and computerized inspection records;
Maintains liaison with board of appeals; presents department's case on appeals;
Performs duties of building inspector;
Prepares correspondence;
Attends staff meetings;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of functions and operations of structural installations and systems in building construction;
Knowledge of City Building codes and other laws and ordinances relating to structural installations in buildings;
Knowledge of building safety standards;
Knowledge of job-specific policies and procedures established for the work system;
Skill in relating observations of conditions to building code provisions and safety standards;
Skill in work management;
Skill in interpersonal relations as applied to contracts with outside agency representatives and the public, and inspection personnel;
Ability to operate the following equipment and tools: hand tools of the construction trades and motor vehicle;
Ability to work under direction; exercises considerable discretion in execution of building inspection section activities;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED; and
Five years experience in the construction trades at the journeyman level or equivalent, including supervisory experience in the construction trades; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity and personal mobility which permits the employee to perform inspections at buildings sites.