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| <b>CITY OF CEDAR RAPIDS<br/>POSITION PROFILE</b>                | <b>JOB CODE #/TITLE:</b> AF001<br>Building Inspector |
| <b>POSITION #/TITLE:</b> 0764, 0828, 0920<br>Building Inspector | <b>Adopted:</b> 07-97                                |
|                                                                 | <b>Revised:</b> 03-09                                |

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| <b>POSITION DESCRIPTION</b> |
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| <b>Dept:</b> Code Enforcement                                                             | <b>Manager Level:</b> Non-Manager                                             |
| <b>Salary Plan/Description:</b> AFS/AFSCME                                                | <b>Salary Grade:</b> 32                                                       |
| <b>Reports To Position #/Job Code #/JC Title:</b><br>1261/NB313/Building & Trades Manager | <b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>                 |
| <b>FLSA Status:</b><br>Non-Exempt                                                         | <b>City Overtime Status (Employee Type):</b><br>Non-Exempt (Exception Hourly) |
| <b>Physical Demand Rating:</b> Light                                                      | <b>Work Environment:</b> Controlled                                           |
| <b>Pre-employment Testing:</b> Drug and health screening after contingent offer.          | <b>Position Testing:</b> Civil Service Exam.                                  |
| <b>Personal Protective Equipment:</b> Head, Foot, Protective Clothing                     |                                                                               |

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| <b>General Statement of Duties</b> |
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Provides technical services to assure that buildings constructed in the City are safe for occupation, in compliance with the City building code and other relevant laws and ordinances.

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| <b>Distinguishing Features of the Class</b> |
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Works under general supervision in the field, supervised from central office; exercises discretionary authority in making decisions concerning building code violations and compliance.

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| <b>Examples of Essential Work (Illustrative Only)</b> |
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Inspects new construction for code compliance;  
 Travels by car to construction sites;  
 Examines building plans and blueprints;  
 Issues house-moving and demolition permits;  
 Maintains manual and computerized inspection records;  
 Prepares records and reports;  
 Assists in prosecution of building code violations; testifies in court and appeal hearings;  
 Wears and properly uses safety equipment including personal protective and fall protection equipment;  
 Attends staff meetings;  
 Prepares correspondence;  
 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.

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| <b>Required Knowledge and Abilities</b> |
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Knowledge of residential, commercial, and industrial construction;  
 Knowledge of building code of the City and of other applicable laws and ordinances;  
 Knowledge of OSHA permit-required confined space entry protocol, respiratory protection standards, right-to-know laws, CPR, and First Aid;  
 Skill in relating observations of conditions to building code provisions;

Skill in interpersonal relations as applied to contacts with outside agency representatives and the public;  
Skill in work management;  
Ability to properly utilize the following equipment and tools: hand tools of the construction trades, personal protective equipment, and fall protection equipment;  
Ability to perform confined space entry, including rescue, using permit-required protocol;  
Ability to perform inspections at construction sites;  
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 documented journeyman-level experience in construction or related 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 make field inspections;  
Sufficient manual dexterity, which permits the employee to make field inspections;  
Sufficient personal mobility, which permits the employee to perform inspections at construction sites.

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| <b>Position Description Approval</b> |
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Director must approve new or revised position descriptions. Other department approvals are optional (*i.e., supervisor, manager*). **Entering name signifies approval.**

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|------------------------------------------|--------------|
| Name:<br><i>(Person completing form)</i> | Jim Thatcher |
| Title:                                   | Fire Marshal |
| Date Approved:                           | 01-08        |

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| Name:<br><i>(Person completing form)</i> |  |
| Title:                                   |  |
| Date Approved:                           |  |

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| <b>Human Resources Department Approval</b> |
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|-----------------|---------------------------------------------------------|
| Name and Title: | Gloria McMahan, Classification and Compensation Manager |
| Date Approved:  | 01-08                                                   |

**If Bargaining:**

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|-----------------|---------------------------------------------|
| Name and Title: | Heath Halverson, Human Resources Generalist |
| Date Approved:  | 01-08                                       |