



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: BUILDING INSPECTOR

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5950

PAY RANGE CODE: [05125](#)

REVISION DATE: 9/24/15

NATURE OF WORK:

This is inspection work in enforcement of municipal building and related codes and ordinances covering building construction, alteration, and repair. Work also includes checking plans and specifications for ordinance compliance, enforcing zoning ordinances on all properties, issuing permits for signs and awnings, and inspecting signs and awnings for code compliance. Employees ordinarily work alone in the field and are responsible to make independent decisions, subject to periodic review by superiors.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Performs on-site inspections of footings, foundations, sub-drains, framing, and insulation; and final inspections of residential, commercial, school, and hospital properties; and issues oral or written notices of violations of building and zoning codes and ordinances.

Maintains records of inspections, mileage reports, complaint investigations, completed reports, and written documentation of recommended corrective actions submitted to the Chief Building Inspector.

Reviews plans and specifications with engineers, architects, contractors, and superiors for code compliance, and recommends changes to bring planned structures or property developments into compliance.

Performs inspections of signs, canopies, clocks, and awnings and checks to see that they are properly licensed or permitted.

Investigates and reports on zoning or building code complaints received from the public.

Communicates with superiors, contractors, local and state regulatory agencies, and other governmental entities to transmit information, clarify regulations, and correct violations.

Assists the Law Department in prosecuting violators of codes and ordinances, provides case documentation and photographic evidence of violations, attends depositions and court as necessary.

Assists in training new inspectors.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of building and construction practices and materials.

Knowledge of City building and zoning codes and ordinances.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to detect structural faults and code violations and to appraise the quality of construction.

Ability to read and interpret plans, specifications, and blueprints quickly and accurately and to compare them with building in progress.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to stand and walk from 51 to 75% of the time; to sit from 26 to 50% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, and lift from 0 to 25% of the time.

Ability to use up to fifty (50) pounds of force up to 33% of the time to lift and move objects such as extension ladders; up to twenty (20) pounds of force from 34 to 66% of the time; and up to ten (10) pounds of force from 67 to 100% of the time to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or equivalent

AND

Five years of experience in building construction work.

SPECIAL REQUIREMENTS:

Must possess and maintain an International Conference of Building Officials (ICBO) or equivalent certificate as a building inspector by the end of the probationary period if the work to be performed is in the area of actual building inspection. Employees in this classification whose work areas are not involved with building inspection, such as the area of sign inspection, may not be required to possess such certification.

Must be able to drive or coordinate transportation to work sites throughout the city during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily outdoors in all weather conditions; however, at times incumbents are required to work in an office setting or in industrial buildings. Work also involves exposure to noise, working near moving machinery or electrical currents, working in high places or confined spaces, in conditions such as fumes, odors, dusts, gases, and exposure to chemicals.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

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| Computer | Calculator | Copier |
| Telephone | Facsimile Machine | Level |
| Reinforcing Bar Meter | Sound Level Meter | Tape Measure |

Previous Revision Date(s):

- 1/28/93
- 1/30/97
- 6/26/99