

## **CLASS TITLE: INSPECTOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs inspections and investigations in securing compliance with plumbing, mechanical, electrical, or building codes and ordinances; and other related assigned duties.

### **ESSENTIAL TASKS:**

- Performs inspections of residential and commercial construction projects
- Receives customer inquiries and complaints and conducts investigations and related inspections
- Enforces applicable codes, regulations and procedures
- Provides technical assistance in addition to identifying and resolving issues or notifies appropriate resource for follow up and problem resolution
- Reviews and enforces construction plans and specifications to monitor and determine compliance issues Participates with office personnel in the issuance of permits
- Performs basic mathematical calculations to determine compliance with approved specifications
- Writes official notices and fine-bearing citations for permit and safety hazard violations
- Maintains records, documentation and other related work using a wireless tablet computer
- Confers with engineers, architects, contractors, owners, workers and others regarding the interpretation and application of compliance issues, regulations and standards
- Coordinates the final inspection of subcontractors and the general contractor for issuance of the occupancy permit
- Interprets various codes relating to residential and commercial construction
- Operates a City vehicle
- Represents the City in court as an expert witness and during prosecution of code violators
- Trains and serves as a member of post disaster response team supporting TAEMA (as needed)
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development certificate (GED) and shall have at least six (6) years continued practical progressive experience in plumbing, mechanical, electrical, or building construction work; this experience should include three (3) years as a building superintendent/foreman or possession of the appropriate trades license as determined by the vacancy and based on City needs or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one (1) step pay increase following the completion of an ICC equivalent certification examination pre-approved by the department and two (2) years of employment in the position. Failure to maintain a certification will result in the employee's pay being reduced by the amount of the pay increase received for that certification. Employee will be eligible for an additional one (1) step pay increase following completion of another ICC equivalent certification examination pre-approved by the department and four (4) years of employment in the position. Unless already completed before hire, one of the two ICC equivalent certifications at this level must be as an unlimited inspector in the category of building, mechanical, electrical or plumbing. Failure to maintain a certification will result in the employee's pay being reduced by the amount of the pay increase received for that certification (employees who received proficiency or progression increases under the previous progression program only as an Inspector I are eligible for both increases listed above while employees who received proficiency or progression increases under the previous program to or as an Inspector II are eligible only for the second increase listed above; however in all cases, the ICC equivalent certification cannot be for a certification completed under the previous progression program).

Knowledge, Abilities and Skills: Considerable knowledge of materials, methods and techniques used in plumbing, mechanical, electrical, or building trade construction; considerable knowledge of possible

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defects and faults in construction and effective corrective measures; and considerable knowledge of federal, state and local building codes and regulations pertaining to construction. Ability to read and interpret plans, specifications and blueprints quickly and accurately to compare them with construction in process; ability to enforce regulations with firmness, tact and impartiality; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a computer, smart phone and/or other mobile device(s); occasional lifting up to 50 pounds; occasional carrying up to 40 pounds; occasional pulling up to 5 pounds; may be subject to extended periods of walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; Possession of an unlimited electrical journeyman or unlimited electrical contractors license, or an unlimited mechanical journeyman or mechanical contractor license, or a journeyman plumber or plumbing contractor license in some positions; and become a state licensed Unlimited Plumbing, Mechanical, Electrical, or Building Inspector within one (1) year of date of hire..

**WORKING ENVIRONMENT:** Working environment is primarily outdoors, occasionally indoors and in inclement weather; and requires traveling to various locations for inspections.

**Class Code: 1514**

**EEO Code: N-07**

**Pay Code: AT-28**

**Group: Engineering, Planning and Technical**

**Series: Inspection**

**Effective Date: April 10, 2017**