



City of Carlin
Public Works Department
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Director Carlos A Esparza

The City of Carlin is an equal opportunity provider and employer.

BUILDING INSPECTOR II

Starting at \$17.55 per hour, can increase with experience and qualifications

DEFINITION

Assists in performing all work associated with the inspection of buildings for conformity with adopted International, Uniform and National Building Codes.

SUPERVISION RECEIVED AND EXERCISED

Incumbents report directly to the Public Works Director.

REPRESENTATIVE DUTIES

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Must be willing to work as needed in urgent situations and to the immediate needs of other City of Carlin departments.
- Must be willing to work overtime, holidays and weekends, as needed.
- Assists in performing inspections in accordance with current adopted building code and City of Carlin policy.
- Accept, analyze and process submitted permit applications and plans for all categories of building and ancillary construction, prepare occupancy group information and determine cost evaluations for building permit.
- Assists in the issuance of all building permits including but not limited to, electrical, mechanical and plumbing permits.
- Communicate and coordinate with permit applicants, design professionals and contractors regarding code and conditions and criteria for minimum standard specific to their construction.
- Research and recommend alternate methods of construction approved by the City of Carlin which meet the intent/requirement of the International Code Council (ICC) for construction methods other than specified as minimum in code books.
- Comply with City of Carlin Policies and departmental procedures.
- Accurately, dependably and promptly finish assignments.
- Willing to assume responsibility.
- Communicate tactfully and skillfully, both orally and in writing, with co-workers, customers, general public, and news media.
- Perform professionally and efficiently under pressure.

- Maintains business confidences with the general public, community stakeholders, design professionals and contractors.
- Attentively listens and responds appropriately.

QUALIFICATIONS

KNOWLEDGE OF OR ABILITY TO LEARN WITHIN 24 MONTHS:

- Standard building codes adopted by the City of Carlin, IBC, IRC, UPC, UMC, IFC, and the NEC
- Understand, apply, and explain complex building plans, blue prints, specifications, and building codes.
- Applicable and alternate construction procedures, methods and practices.
- Appropriate safety procedures for working in construction sites and around equipment.
- Applicable and adopted Federal, State and local statutes, codes and regulations concerning building construction.

ABILITY TO:

- Coordinate, organize and communicate applicable building code and technical information to the public.
- Organize time, coordinate and communicate with the public, design professional and contractors to perform work efficiently.
- Accept, comprehend and implement provided education and training practice to provide public service-oriented benefit.
- Understand and apply knowledge of the International and Uniform Codes as adopted by the City of Carlin to building construction to provide public service oriented accordingly with City of Carlin policy.
- Develop and maintain effective and collaborative working relationships with the public, design professional, contractors, City employees, other government employees and community groups.
- Effectively and accurately perform all residential and light commercial plan review.
- Ability to perform and accomplish the following building inspections:
 - All single family and multiple family residential inspections, including but not limited to new construction, electrical, garage additions and remodels.
 - All residential, commercial and industrial electrical service application inspections.
 - All residential, commercial and industrial foundations and footings systems, including single family manufactured homes.
 - All Commercial Construction
 - All Industrial Construction
 - All residential, commercial and industrial multiple floor building construction requirements.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Mobility to work in a typical office setting, use standard office equipment, and drive a motor vehicle in order to attend meetings and inspect properties. Strength and stamina to inspect building construction, land use developments, other construction sites and properties or other facilities which may include standing for extended periods of time, stooping, kneeling, and walking on uneven terrain at construction sites, climbing ladders, scaffolding, and stairs. Ability to enter tight, dark and damp spaces. Strength to lift and carry up to 50 pounds at a time.

Vision to read printed materials, a computer screen and various pieces of office equipment. Hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT

Work is performed under the following conditions:

Majority of the work is performed outside in all types of weather conditions. Work is performed in construction zones and on uneven terrain with possible exposure to moving objects and vehicles. Possible hazards include but are not limited to sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic and caustic chemicals. Position requires travel by car to and from the office to inspection site.

EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent education.
- Have at least four (4) years of progressive building related construction experience and one (1) year of technical/vocational training in the International and Uniform Codes or an equivalent combination of training and work experience.
- Ability to learn the applicable and adopted Federal, State and local statutes, codes, and regulations concerning building construction.
- To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities.

LEARNING AND CERTIFICATIONS

- Valid Nevada Class C Driver's License.
- Must Possess the following certifications within 12 months of hire:
 - Residential Plans Examiner (ICC)
 - Residential Building Inspector (ICC)
 - Commercial Plans Examiner (ICC)
 - Commercial Building Inspector (ICC)
 - International Energy Code Inspector (ICC)
- Must possess a minimum of two (2) of each of the following certifications per year after first year of employment:
 - Commercial Electrical Inspector from ICC
 - Commercial Mechanical Inspector from ICC or IAPMO
 - Commercial Plumbing Inspector from ICC or IAPMO
 - Residential Electrical Inspector from ICC
 - Residential Mechanical Inspector from ICC or IAPMO
 - Residential Plumbing Inspector from ICC or IAPMO

SPECIAL REQUIREMENTS

- This position has been identified as affecting public safety.