



City of Tempe

BUILDING INSPECTOR I+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	218	<i>Department:</i>	Community Development
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Building Inspector II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives immediate supervision from the Building Inspection Manager or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of journey level building construction experience.
<i>Education:</i>	High School diploma, GED or equivalency, supplemented by college level courses in engineering, architecture or construction.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver's license. • Possession of, or required to obtain within six (6) months of hire, both the International Code Council (ICC) Residential Building Inspector and ICC Commercial Building Inspector certifications from a recognized code publishing organization.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of general building inspection work in securing compliance with municipal building codes, electrical, mechanical and plumbing codes, zoning and other related ordinances; and to perform a variety of tasks relative to assigned area of responsibility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Inspect industrial, commercial and residential buildings during various stages of construction or remodeling and existing buildings and structures to ensure compliance with applicable codes and regulations of City, State and Federal agencies.
- Check plans for compliance with code requirements and discrepancies before and after issuance of permits.
- Inspect existing buildings for change of use or occupancy for compliance with applicable codes and ordinances.
- Inspect damaged or dilapidated buildings for safety; conduct inspection on fire damaged buildings; determine extent of damage, safety factors and necessary permits required for building; prepare and file reports.
- Inspect buildings being moved within or into the City to check for compliance with all codes; inspect building being demolished to protect adjacent property and the public.
- Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine building system elements.
- Conduct field inspections of businesses with tax and liquor licenses to ensure conformance with the building codes and zoning ordinances.
- Coordinate inspection and building code investigations activities with other City departments and divisions; confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- Inspect installation of mobile homes.
- Maintain files of inspections, building code investigations and issued permits; review files for inactive, revoked or expired permits and code violations; initiate action against expired permits or to correct code violations.
- Receive phone calls; answer questions and provide information about construction site inspections, building code investigations and code regulations.
- Review new materials and methods used in building construction; attend training courses to learn of new codes and other building inspection regulations; take an active part in the training process.
- Investigate alleged building, electrical, plumbing, mechanical, accessibility, energy and zoning code violations using their knowledge of the City of Tempe's codes and processes to the benefit of all customers to ensure that minimum code standards are met.
- Conduct research and field investigations of applicable codes and ordinances to determine existing non-conformance status; research various public records including approved plans, specifications, construction permits, plan review reports, legal property descriptions, and County ownership records.
- Issue notices to comply and prepare written correspondence to owners and occupants of affected buildings and structures; explain code violations and compliance requirements.
- Coordinate prosecution efforts through the City Prosecutor's office; prepare and present evidence to the City Court; photograph and document the conditions of violation for evidence and identification purposes.

- Monitor cases, including conducting follow-up inspections, and maintain contact with responsible individuals until compliance is achieved.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Revised July 2003 (change to certification requirements)

Revised October 2000

Revised March 1996

Effective November 1988

Revised August 2007 (update license/certificate)

Revised February 2017 (updated essential functions)

Revised November 2021 (update license/certification)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Building Inspector I+

Job Code: 218

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
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WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*		X		
Power Tools*	X			
Hand Tools*		X		
Personal Protective Equipment*			X	
Computer Software			X	
Fumes		X		
Chemicals	X			

ENVIRONMENT				
Indoors		X		
Outdoors			X	
Working in or around water	X			
Extreme Heat			X	
Extreme Cold		X		
Office Setting		X		
Confined Spaces		X		
Excessive Noise**			X	
Heights			X	
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit		X		
Stationary / Stand			X	
Traverse / Move			X	

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**