

**Building Inspector
Job Description
City of Maquoketa**

Position Title: Building Inspector
Department: Building
FLSA Status - Exempt

Date: 7/1/2021

Lines of Authority

This position is directly supervised by the City Manager who has the responsibility to hire, evaluate, and terminate this employee.

The Building Inspector shall have operational authority over the part time seasonal inspector, and work collaboratively with other staff.

The Building Inspector shall have operational authority to contract services such as building plan review.

Nature of Work

This is a position that requires both education (or significant related experience) and knowledge in various areas in order to implement and/or enforce the following City ordinances in the following areas: building construction, zoning, nuisances, rental registration and inspection, vacant and unsafe buildings.

Essential Functions and Duties

Work tactfully, diplomatically, and effectively with the public, members of the building trades, other City personnel, and City-appointed officials.

Work with the Property Maintenance Board and the Zoning Board of Adjustment to implement and enforce the building code and the zoning ordinance for the City. The inspector will also serve as the secretary/administrative aide for each board.

Issue building permits.

Inspection of new and existing building construction for compliance to zoning and building code regulations. Compliance will be measured against appropriate codes for building, mechanical, and plumbing construction as tempered by the priorities of the City.

Enforcement regulations related to building construction, zoning, nuisances, rental registration and inspection, vacant and unsafe buildings.

Non-Essential Functions and Duties

Any other work that may be assigned by the City of Maquoketa.

Minimum Essential Requirements of Work

Abilities to read and write in English and understand technical material are essential. Abilities to drive a car and travel by foot throughout any area of the City and in construction areas are a necessity.

A high school diploma and significant appropriate experience are a minimum. Graduation from an appropriate two-year post-secondary educational institution such as a tech school or junior college is preferred. A four-year post-secondary degree would be a plus.

Experience should include a working knowledge or, at least, a familiarity with construction and maintenance methods, materials, books, and equipment. Any equivalent combination of experience and training that would provide the following knowledge, abilities, and skills could serve as a substitute.

Basic knowledge of mechanical and plumbing construction and the ability to further learn and interpret building code regulations are important.

Ability to perform moderate to heavy manual tasks and work in all types of weather.

Ability to follow standard safety practices and procedures common to maintenance and construction work; ability to follow written and verbal instructions.

Ability to establish and maintain effective and diplomatic working relationships with other employees and the public.

Sufficient physical strength, endurance and agility to perform assigned tasks.

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