



Building Inspector I / Code Enforcement Officer

DATE: Adopted 09/08, Revised 02/24

CLASSIFICATION:

Non-Exempt

SALARY GROUP/GRADE:

DEPARTMENT:

Community Development /
Code Enforcement

REPORTS TO:

Community Development Director

JOB DESCRIPTION:

Summary/Objective

The Building Inspector I / Code Enforcement Officer, under the direction of the Community Development Director enforces the provisions of the codes adopted by the City of Hiawatha or the State of Iowa, focusing on residential occupancies including property maintenance and nuisances and rental licensure along with assisting in enforcing other related construction codes and city ordinances through plan reviews and inspections.

DISTINGUISHING CHARACTERISTICS:

Technical duties might include: performing and recording residential plan reviews, residential inspections, researching and advising property owners (owner occupied and non-owner occupied) and designers regarding applicable codes.

Administrative duties might include: receiving, recording and tracking permits, reviews, nuisances and code enforcement activity.

Communication duties might include: documenting and explaining inspections, addressing citizen complaints and inquiries, consulting with rental property owners and tenants and documenting plan reviews.

Duties are constantly evolving and changing and may include handling special projects as assigned. Position includes working independently as well as in a team setting.

ESSENTIAL FUNCTIONS:

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

- Observation and evaluation: Perform residential construction inspections, plan reviews and investigations and appropriately apply the code requirements.
- Customer Service: Resolve issues with contractors, rental property owners, tenants and the general public by investigating and responding to applications, concerns and complaints associated with construction codes, rental housing and related ordinances.
- Basic clerical and computer operations including word processing and data entry to issue licenses, record activities and process reviews. Specifically capable of operating the permit/inspection software, and basic office equipment including copiers, fax machines, calculators, and phones.
- Coordinate with other city departments with regard to enforcement of City codes and ordinances related to construction, development, nuisances, complaints and violations.
- Perform mathematical analyses involving price/quantity, depth/height, width, volumes, square footage and yardage and other such calculations.

QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):

- Basic knowledge and understanding of State and municipal housing, zoning, building, plumbing, mechanical, sign, fire codes/ordinances.
- Basic understanding of the principles and practices of code enforcement and construction techniques related to building, electrical, mechanical and plumbing trades.
- Experience in reading and understanding construction plans and specifications.
- Aware of OSHA regulations: applications, operational hazards, and safety precautions.
- Experienced with computers and related software applications (Microsoft Word, Excel, Access, building permit/inspections software, and other applications).

SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):

- Ability to work in a fast-paced and diverse environment and manage multiple objectives at the same time.
- Ability to quickly adapt and use new skills and knowledge brought about by rapidly changing information and technology.
- Ability to work alone and within a team setting.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Ability to perform mathematical analysis involving price/quantity, depth/height, discount/commissions, proportions, percentage, area, circumference, width, volumes, square footage and yardage, and other such basic concepts of algebra and geometry calculations.

TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):

High School Diploma or General Equivalency Diploma (G.E.D.) and three (3) years of experience in building construction or inspection process or an Associate's Degree in related field or an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above. Requires current ICC Certifications pertinent to the position or ability to obtain within one (1) year including: ICC Residential Electrical Inspector Certification, ICC Property Maintenance Certification and within three (3) years an ICC Commercial Electrical Inspector Certification.

LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):

- Pass all testing requirements; written, pre-employment physical, and background investigations.
- Valid Iowa Driver's License.

ESSENTIAL PHYSICAL ABILITIES:

Job Classification: Light. See Appendix 1 for physical demand characteristics.

Requires the following with or without reasonable accommodation:

- Clarity of speech and hearing which permits the employee to communicate effectively.
- Sufficient vision which permits the employee to review a wide variety of written correspondence, reports and related material both in electronic and hard copy form.
- Sufficient manual dexterity which permits the employee to operate a keyboard and produces handwritten material and notations.
- Ability to traverse variable terrain conditions not accessible by vehicle including but not limited to, checking ceilings and roofs on steep slopes, and heavily vegetated areas.

- May be subjected to dirt/dust, fumes/ odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, electrical hazards, fire hazards, and bodily injury. May be exposed to extreme temperatures.

SUPERVISORY RESPONSIBILITY:

This position is an entry level position and has no supervisory responsibilities.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday 7:30 a.m. to 4:00 p.m., 40 hours per week. Occasional evening and weekend work may be required as job duties demand.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of 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.

CITY OF HIAWATHA, IOWA
CLASS TITLE: Community Development Building Inspector I
APPENDIX 1 Physical Demand Characteristics

| ACTIVITY | 0% Never | >0-10% Rare >0-10 min/hour (1 - 10 /shift) | 11% - 33% Occasional 11-20 min/hour (11 - 100/shift) | 34% - 66% Frequent 21-40 min/hour 101 - 300/shift | 67% - 100% Constant 41-60 min/hour 301+/shift |
|----------------------------------|---------------------|---|---|--|--|
| 1. SIT | | | X | | |
| 2. WALK | | | | X | |
| 3. STAND (stationary) | | | | X | |
| 4. CLIMB Ladder | | X | | | |
| CLIMB Stairs | | | X | | |
| 5. BALANCE | | X | | | |
| 6. FORWARD BEND | | X | | | |
| 7. KNEEL | | X | | | |
| 8. CROUCH | | X | | | |
| 9. SQUAT | | X | | | |
| 10. CRAWL | | X | | | |
| 11. TWIST | | X | | | |
| 12. REACH Forward | | | | | X |
| REACH Overhead | | | | X | |
| 13. SIMPLE GRASP | | | | | X |
| 14. FIRM GRASP | | | X | | |
| 15. PINCH | | | X | | |
| 16. DEXTERITY | | | X | | |
| 17. COMPUTER WORK | | | | | X |
| 18. WRIST MOTION | | | | X | |
| 19. BOTH HAND USE | | | | X | |
| 20. BOTH LEG USE | | | | X | |

| ACTIVITY | Never | >0-10% Rare (1x/hour) | 11% - 33% Occasional (1x/15 minutes) | 34% - 66% Frequent (1x/5 minutes) | 67% - 100% Constant (1x/30 seconds) |
|------------------------------|---|-----------------------------|--|---|---|
| 21. HEARING | | | | | X |
| 22. VISION | | | | | X |
| DEPTH/COLOR | | | | | X |
| 23. INSIDE WORK | | | | X | |
| 24. OUTSIDE WORK | | | | X | |
| 25. HEAT EXPOSURE | | | | X | |
| 26. COLD EXPOSURE | | | | X | |
| 27. VIBRATION EXP. | | | | X | |
| 28. OPERATE MV | | | | | X |
| 29. OTHER EQUIPMENT | | X | | | |
| EQUIPMENT: DOT trucks | | | | | |
| LIFT/CARRY PUSH/PULL | | | | | |
| Up to 10 lbs. | | | | X | |
| 11 - 15 lbs. | | | X | | |
| 16 - 25 lbs. | | X | | | |
| 26 - 35 lbs. | X | | | | |
| 36 - 50 lbs. | X | | | | |
| 51 - 75 lbs. | X | | | | |
| 76 - 100 lbs. | X | | | | |
| Over 100 lbs. | X | | | | |
| Weight of Various Equipment | Case of paper 25#; ladder 37#; combined weight of books carried at one time up to 25# | | | | |

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SIGNATURES:

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____