



City Building Inspector Job Description

NOTICE: *This classification is a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a “safety sensitive” classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.*

General Summary

Performs skilled/specialized inspection and plan review work involving the interpretation and enforcement of codes and regulations for both building, health, and safety issues and performs related work. Receives, logs, and distributes building plans for plan reviews, checks and reviews permit applications and supporting documents for proper form, sufficiency of information, and conformance with legal standards; issues permit as authorized.

Essential Duties and Responsibilities:

The following are typical duties of this position but not all inclusive:

- Performs daily inspections; review plans to determine project scope and compliance with adopted codes and standards; maintain accurate records of permits and daily inspections.
- Inspect existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances; work with the public to ensure structures are safe and ready for occupancy.
- Inspect construction projects for compliance with City codes, design guidelines, planning, and zoning requirements.
- Responds to inquiries from the public and contractors regarding codes and other issues with projects, both over the phone and at City Hall.
- Participate in professional/public meetings and training, as required.
- Support the relationship between the City of Weatherford and the public by demonstrating courteous and cooperative behavior when interacting with visitors, the public and City staff; maintain confidentiality of work-related issues and City information.

- Receive and review building applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects.
- Verify that projects have obtained all necessary approvals; verify professional and contractor licensing.
- Calculate and verify valuations and fees; issue permits as authorized.
- Assist in completing permit applications by explaining building permit requirements; assist and advise the public in matters relating to building requirements and status of submitted projects.
- Log inspection requests and prepare field files for daily inspection for building inspections.
- Serve as the City's ADA Coordinator.
- Perform related duties as required.

Knowledge, Skills, and Abilities:

- City policies, procedures, codes, and ordinances.
- Construction scheduling, practices, and methods.
- City government organization, functions, policies, rules, and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping and filing.
- Must be efficient, a self-starter, and independent worker, a detailed person, and possess excellent work habits and strong work ethic.

Qualifications:

(A) Graduation from high school, GED equivalent

(B) Three (3) years' experience in industry specific or related field; or equivalent combination of education and experience.

(C) Must be licensed by the State of Oklahoma as a **Building**, Plumbing, Mechanical, and Electrical Inspector or able to obtain the license within one year of employment

(D) Must possess a Valid Oklahoma State Driver's License

Work Environment:

Work is performed in a standard office environment; routinely travels to various inspection sites and occasionally may be exposed to dangerous machinery, extreme weather conditions, and potential physical harm when conducting on-site inspections.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. May occasionally lift and/or move up to 50 pounds. The work is sedentary for much of the time in the office.