



City of Middleton, Idaho

Residential Building Inspector / Plans Examiner I - ICC Certified

Hiring Range:

Residential Building Inspector / Plans Examiner I

\$28/hr - \$30/hr. Depending on Experience and Qualifications. Non-Exempt, Hourly.

Schedule: Full Time, Monday through Friday, 8am to 5pm.

Benefits: Paid Time Off, PERSI Retirement, Life Insurance, City pays 100% employee health insurance (medical/dental) premiums for employees and 60% for dependents.

Summary:

The Residential Building Inspector/Plans Examiner applies a full range of skilled building code inspection and plan review services for Residential - one and two-family dwellings, accessory structures, additions and alterations as assigned. Responsible for the examination and approval of construction documents and performing on-site inspection of buildings in the process of construction to meet the most current ICC building codes, applicable zoning requirements, prescriptive and engineered design, approved plans and specifications. Works independently while making decisions that require technical discretion and sound judgment. The Residential Inspector/Plans Examiner follows standardized plan review and inspection procedures as assigned while working to improve overall performance, processes and efficiencies in the application and enforcement of building code. Work is generally reviewed throughout the process and upon completion for overall results and outcomes. The position is primarily independent, receives general supervision and reports to the Building Official.

Essential Functions:

Conducts various inspection types on permitted building projects. Inspects buildings in the process of construction or renovation from beginning to end, in compliance with current state and local adopted building codes and ordinances. Performs structural inspections of foundation and framing, floors, walls, fire-rated assemblies, and roof systems. Inspects structures for energy code compliance per the IRC and International Energy Conservation Code. Verifies buildings under construction are in compliance with city-approved construction documents. Reviews complex engineered design specific to the building and inspects its various structural components and hardware. Performs thorough and detailed, digital plan reviews as assigned with proficiency in Bluebeam Revu 21 and Citizenserve permitting portal applications. Applies and interprets building code provisions in the field and communicates applicable code language and compliance methods to homeowners, builders, design professionals and contractors. Inspects for occupant safety, fire-

resistant construction and means of egress conditions of buildings prior to issuance of a certificate of occupancy. Documents and uploads all revisions, modifications and deferred plan submittals. Conducts and documents field review of alternate design and specifications for compliance. Documents and provides notification of inspection results and status as well as items to be corrected in the department's permit tracking software.

Serves as a primary point of contact for residential inspections and plan review while managing projects from permit issuance to completion. Advises designers, builders, contractors, and responds to inquiries from the general public of code requirements, city procedures for obtaining a permit and provides information on when a permit is required. Collaborates with other city agencies and departments to confirm final project approvals before issuing a certificate of occupancy. Resolves conflicts and discrepancies by interpreting and communicating compliance options and methods within the scope and intent of code.

Conducts enforcement activities as assigned to ensure compliance with adopted building codes and standards. Assists in the issuance of correction notices and stop-work orders by citing deficiencies in building code and ultimately works to facilitate a resolution.

Cross training and basic knowledge and coverage in support of Permit Technician essential functions and duties for issuance of permits and other daily permitting tasks to ensure proper service coverage during high volumes and absence.

Performs other duties as assigned. This description does not restrict management's ability to assign or reassign duties and responsibilities to this position at any time.

Requirements:

Demonstrated Knowledge of

- International Residential Code (IRC)
- International Energy Conservation Code (IECC)
- State and City adopted Building Codes and Standards
- Construction methods, materials, properties and design specifications
- Time management and organized work principles and methods
- Advanced communication and customer service skills
- Current word processing, database, email, and internet software applications
- City permitting software and portal applications, Bluebeam Revu 21

Ability To

- Communicate effectively with others, including people who are difficult, angry or confused.
- Maintain composure and exercise sound judgment in adverse conditions.
- Work independently with limited oversight and completes assignments in an efficient and timely manner as determined by the assigned deadlines.
- Support the mission and directives of the Building Official, Department of Building Safety and City.

- Follow all safety rules and procedures implemented for active work areas and construction zones.
- Provide code interpretation, information and answer code questions by phone and at the building counter as requested by the general public, builders, contractors, and design professionals.
- Represents the city by advancing and protecting the interests of the city and its citizens in all matters.
- Provide technical assistance to the public and construction representatives on code questions, plan review and inspection processes. Assist applicants in the building permit process.
- Must follow written and verbal instruction while maintaining a positive attitude toward the goals and objectives of the Department.
- Display an attitude of cooperation and work harmoniously with all levels of City officials, employees, citizens and other organizations.
- Work as an effective and contributing member to the overall success and growth of the Building Dept. as new and improved methods are introduced to enhance performance, services and efficiency.
- Read and interpret building plans, complex specifications and engineered design.
- Develop innovative and equitable solutions to ongoing and persistent issues.
- Interpret, advise and effectively explain methods of compliance within building code requirements, relevant standards, architectural and structural plans to other city staff, owners, builders and design professionals.
- Dedicate sufficient time and attention to perform thorough field-inspection and plan review in an efficient manner.
- Understand and comply with all employment rules, policies, and regulations implemented by the City.
- Maintain prompt and regular attendance and provide advance notification of absences when possible.
- Maintain the ability to operate a vehicle safely and have an acceptable driving record.

Minimum Qualifications:

Education, Training, and/or Experience Required

High School Graduation or GED, supplemented by additional and related college coursework or technical training related to building design and construction.

Experience in building construction, inspection or a related field; or any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Preferred one to three years prior experience in building construction, inspection or a related field, or as an ICC Building Inspector holding a current B1 Residential Inspector issued by the International Code Council (ICC). An ICC R3 Residential Plans Examiner certification is Preferred.

Licensing And Certification

Possession of a valid driver's license issued by the State of Idaho

Possession of an ICC B1 Residential Building Inspector Certification or ability to obtain within six months of employment.

Special Requirements

Applicants must be able to successfully pass:

City of Middleton background check processes which include a criminal history check and reference checks in accordance with the City of Middleton Hiring Process Regulations.

Driving Record Check.

Working Conditions

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

While performing the duties of this job the employee is frequently lifting/carrying up to 10 pounds and occasionally lifting/carrying up to 35 pounds. Also, the employee is frequently pushing/pulling up to 10 pounds and occasionally pushing/pulling up to 35 pounds. The noise level is occasionally moderate to high. Work includes the sensory ability to talk, hear, and touch. Work in this position also includes close vision, distance vision, peripheral vision, and depth perception. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb and balance. Position requires hand/finger dexterity.

Work Environment

The work environment will include varying and seasonal indoor and outdoor conditions, outdoor weather exposure, extreme temperatures, wet and humid conditions, and areas of dust, odors, mist, and gases or other airborne matter. Employees are exposed to physical, mechanical and electrical hazards, high noise levels and work in/at heights and confined spaces. Employees will also drive a dedicated vehicle as part of this position. Hazards associated with all conditions at construction sites for new and existing buildings in varying stages of completion: heavy equipment, falling hazards, open excavations, and temporary safety installations. Must follow all safety rules and procedures implemented for active work areas and construction zones. Dedicated work space for plans examination, city cell phone and tablet will be provided.

Additional Information

The city has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide a guideline for job expectations and the employee's ability to perform the position. It is not intended to be an exhaustive list of all functions, responsibilities, skills, and abilities. This document does not represent a contract of employment. The city reserves the right to change this job description as deemed appropriate.