



CITY OF CEDAR RAPIDS
invites applications for the position of:

Building Inspector

SALARY:	\$26.46 Hourly
OPENING DATE:	03/11/21
CLOSING DATE:	03/25/21 04:00 PM
DESCRIPTION:	

Provides technical services to assure that buildings constructed in the City are safe for occupation, in compliance with the municipal ordinances and other relevant laws.

Works under general supervision in the field, supervised from central office; exercises discretionary authority in making decisions concerning building and code violations and compliance.

Position Schedule: Monday-Friday, 7:30am- 4:30pm

Successful completion of a pre-employment background check, physical examination (if applicable) and drug screen are required prior to employment with the City of Cedar Rapids.

EXAMPLES OF ESSENTIAL DUTIES:

- Inspects construction for code compliance;
- Assists in the inspection of residential construction for plumbing, mechanical and electrical code compliance;
- Examines and reviews building plans, blueprints and permit applications;
- Supports and assists permit review and issuance;
- Supports and assists zoning inspection activities;
- Supports and assists zoning enforcement, rental housing and nuisance staff activities and inspections;
- Issues house-moving and demolition permits;
- Maintains manual and electronic inspection records;
- Prepares records and reports;
- Travels by car to construction sites;
- Assists in prosecution of municipal code violations;
- Testifies in court and appeal hearings;
- Wears and properly uses safety equipment including personal protective and fall protection equipment;
- Attends staff meetings;
- Prepares correspondence;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices;
- Attends work regularly at the designated place and time;
- Supports continuous process improvement initiatives;
- Performs related work as required.

TYPICAL QUALIFICATIONS:

Required Knowledge and Abilities:

- Knowledge of residential, commercial, and industrial construction;
- Knowledge of municipal ordinances of the City and of other applicable laws;
- Skill in relating observations of conditions to municipal code provisions;
- Skill in interpersonal relations as applied to contacts with outside agency representatives and the public;
- Skill in work management;
- Ability to properly utilize the following equipment and tools: hand tools of the construction trades, personal protective equipment, and fall protection equipment;
- Ability to perform inspections at construction sites;
- Ability to provide excellent customer service to internal and/or external customers per city and departments standards;
- Ability to work under direction in the field with some technical supervision available from central office; exercises considerable discretionary authority in making decisions concerning code violations and compliance;
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
- Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training:

Graduation from High School or GED; and

1. Five years documented journeyman-level experience in construction or related trades; or
2. 2 years documented experience as a municipal building inspector ; or
3. Graduation from an accredited or Iowa State registered college or university with an Associate's degree or greater in Construction Management, Construction Technology, or Building Technology;
4. Possession of a current International Code Council Residential Building or Commercial Building Inspector Certificate;
5. An equivalent combination of education and experience as defined by the limits of (1), (2), and (3) above.

Required Special Qualifications:

- Valid Iowa Driver's License.
- Ability to obtain an ICC Certification as a Residential Building Inspector & One (1) Residential Trade Inspector ICC Certification within 12 months of appointment.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cedar-rapids.org/>

101 First Street SE
Cedar Rapids, IA 52401
319-286-5000

Position #AF001- 03/11/2021
BUILDING INSPECTOR
KM