

# Building Inspector - Trainee



## JOB SUMMARY

Brown & Associates is looking for a Building Inspector trainee who is ready to learn, punctual, has a positive attitude, and good penmanship.

## RESPONSIBILITIES + DUTIES

Under general supervision, performs technical building inspection and plans examining work to enforce compliance with building codes, regulations and ordinances; prepares project inspection reports; researches new construction materials and methods; and provides information to and works with the public to resolve problems to ensure code compliance. Administers multiple complex construction projects, assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling, assigning and coordinating with other units, external contractors, and construction firms.

- Inspect and monitor a variety of construction projects during various stages of construction to ensure overall compliance with applicable codes, ordinances, regulations and safety standards
- Maintain project documentation through daily inspection reports, photographs, periodic progress reports on construction and installation work, create punchlists, and provide written feedback related to the findings.
- Confer with architects, contractors, builders and the general public in the field and office; explain and interpret building requirements and restrictions.
- Knowledge of Building, Electrical, Plumbing, Mechanical, Fire and general construction codes. Ability to prioritize, multi-task and meet deadlines.
- Ability to work cooperatively and effectively with the employees, clients, architects, engineers, contractors, the public, regulatory agencies, outside consultants, government agencies, and the general public.
- Keep abreast of current construction standards, codes, and regulations.
- Must be able to work in a high-pressure environment.
- Flexible schedule necessary. Possibly weekend, holidays and after hours.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to read and analyze construction drawings and shop drawings.

## QUALIFICATIONS + SKILLS

- Inspector Trainee must be able to obtain a minimum of one ICC (or equivalent) certifications from the Building/Residential Inspection category within six months of commencement of employment. Certifications must be kept current with continuing education requirements as applicable.
- Must be insurable under company vehicle policy.
- Physically able to sit, stand, walk, climb (i.e.: ladders, scaffolds, slopes, roofs, trenches), etc. See Physical requirements below.

## BENEFITS

B&A offers a competitive wage and excellent benefits package for our full-time employees: Medical, dental, vision, FSA (pre-tax plan) for medical & dependent care, 401k, vacation & sick leave, paid holidays and employer paid life insurance and AD&D coverage.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office, field and construction site environment; travel from site to site; work at front office and jobsites; exposure to noise, dust and electrical energy. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk, climb, (i.e.: ladders, scaffolds, slopes, roofs, trenches), crawl (in attics or under flooring), and/or kneel for prolonged periods of time; push, pull, and carry up to 50 pounds, ability to work safely in a hard-hat construction zone is essential, sufficient mobility to work in and around construction projects; requires operating motorized vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

**Hearing:** Hear in the normal audio range with or without correction.

B&A is an Equal Opportunity Employer who looks forward to helping people build long-term successful careers within our organization.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Job Types: Full-time, Part-time

Pay Scale:

\$20.00 to \$26.00 per hour depending on background and qualifications.

Submit Resume including salary expectations to [jobs@brownandassociates.net](mailto:jobs@brownandassociates.net)