



Job Title: Plans Examiner/Building Inspector II
Department: Planning and Building
Reports To: Plans Examiner/Building Inspector Supervisor
Salary: \$28.63 - \$42.42
Hiring Range: \$28.63 - \$35.52

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 11/1/2018	Revision Dates: 11/1/2020, 1/15/2023	

JOB SUMMARY

Inspects and conducts plan review on commercial and residential buildings to ensure compliance with town-adopted codes and ordinances.

ESSENTIAL FUNCTIONS

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

- Inspects and conducts plan review on commercial and residential structures for building, mechanical, electrical, plumbing, fuel gas, energy conservation, outdoor lighting code, fire, and ADA accessibility to ensure compliance with Town adopted codes and ordinances.
- Prepare inspection correction notices on buildings and structures inspected.
- Assists other building inspectors and plans examiners with complex commercial and residential plans and structures.
- Assists Plans Examiner/Building Inspector Supervisor in scheduling and monitoring quality of inspections.
- Responsible for scheduling and coordinating inspections, responding to all inquiries, code related issues, complaints, etc. in the absence of the Plans Examiner/Building Inspector Supervisor.
- Prepares inspection correction notices in software system.
- Partners with contractors to ensure businesses meet opening dates.
- Provides excellent customer service to homeowners, contractors, subcontractors, business owners, architects, engineers developers and outside agencies.
- Establishes and maintains partnerships and effective working relationships with Town staff, homeowners, contractors, subcontractors, business owners, architects, engineers, developers, and outside agencies.
- Attends and participates in pre-construction meetings with Town staff, contractors, subcontractors, architects, developers, business owners and outside agencies as needed.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures. Works in a safe manner and reports unsafe activity and conditions according to the



Town's safety policies and practices.

- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of current Town adopted codes and ordinances.
- Skills at organizing time and work wisely and efficiently in an environment subject to interruptions and changing priorities.
- Skills in monitoring and ensuring all inspections and plan reviews are conducted for compliance with Town codes, ordinances, industry standards, plans and specifications.
- Skills at maintaining accurate records of permits, inspections, and violations.
- Skills in operating specialized computer software and applications.
- Knowledge of safety practices on construction sites.
- Ability to read and interpret project construction plans and specifications.
- Ability to prepare clear and concise written comments with references to code sections.
- Ability to resolve issues on non-compliant work with contractors and other agencies.
- Ability to communicate effectively and establish and maintain effective working relationships.
- Ability to exert physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of moderate weight (generally 25 pounds).
- Ability to work outdoors in extremes of heat, cold and inclement weather with potential exposure to dust, dirt, loud noises, construction activities/materials, walking on uneven terrain for extended periods of time, and climbing ladders and scaffolding.

MINIMUM QUALIFICATIONS

- High school diploma or General Equivalency Diploma (G.E.D.).
- Three years' experience in at least one or a combination of the following areas: plans examiner, building inspector, project manager, project engineer, project architect, construction trades, or building design; OR
- Any equivalent combination of Formal Education and Experience sufficient to perform the Essential Functions.
- International Code Council (ICC) certification in two of the following areas:
 - Commercial building inspector
 - Commercial plan reviewer
 - Commercial electrical inspector
 - Commercial plumbing inspector
 - Commercial mechanical inspector
- Valid Driver's License required. Arizona Driver's License within ten days of hire.
- Must be able to pass a background investigation.



PREFERRED QUALIFICATIONS

- Five years commercial construction work experience or commercial inspection experience with municipal experience.
- Commercial combination inspector certification by the International Code Council (ICC).

REQUIREMENTS

- A valid Arizona driver's license is required within ten days of hire. Local travel is required.
- Must be able to pass a background investigation.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customer