



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Building/Zoning Inspector

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs technical work of moderate difficulty in building/zoning inspections; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs a wide range of industrial, commercial and residential inspections for building and zoning codes compliance as well as septic tank inspections.
- Reviews plans for code and zoning compliance; ensures that all phases of building, planning and zoning are compliant with building codes such as footing, stem, roof nail, framing, plumbing, electrical, etc. and that structures don't infringe on set-backs; checks grading of sites and foundations for proper building placement.
- Writes and issues permits in accordance with building and zoning ordinances.
- Monitors work being done on buildings, work to be done, and corrective work for code compliance; maintains records of inspection activities and submits written reports.
- Assists the public in preparation of building and zoning permit applications.
- Conducts reviews of permits in support of the National Flood Insurance Program.
- Enforces building and zoning codes (IRC and UBC) by educating contractors and citizens. Responds to questions from the public.
- Files permits in an organized system for maintaining records of issuance.
- Coordinates with the Office of Manufactured Housing for review of manufactured home set-ups.

Knowledge and Skills:

- Knowledge of applicable laws, rules and ordinances.
- Knowledge of methods of land descriptions.
- Knowledge of preparation and processing of use permit applications.
- Knowledge of principles and practices of subdivision, zoning, floodplain and hazard abatement regulations.
- Knowledge of various types of building construction, materials, methods and tools.
- Skill in conducting inspections and investigations of building and zoning violations.
- Skill in preparing detailed and accurate records for use in legal procedures.
- Skill in interpreting building and zoning codes requirements.
- Skill in performing mathematical calculations.
- Skill in effectively communicating verbally and in writing.
- Skill to establish and maintain effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School diploma or G.E.D.; AND three years experience building and/or zoning inspection or any of the building trades; AND obtain Uniform Building Code (ICBO) certification within department guidelines; AND a valid driver's license.