



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Chief Building/Zoning Inspector

**FLSA:** NE

**SERVICE:** Classified

**REVISED:** 6/1/05

**Summary:** Under limited supervision, performs technical work of moderate difficulty in building/zoning inspection and supervision; 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.)*

- Supervises building inspectors and assists them with setbacks and other property requirements. Approves and signs timesheets and time off requests; evaluates personnel.
- Plans and conducts the enforcement of building/zoning codes as well as septic tank inspection.
- Performs a wide range of industrial, commercial and residential inspections.
- Investigates and follows up on violations; issues violation notices and Stop Work orders to projects out of code compliance and/or that present danger.
- Develops policies and standards.
- Advises superior on safety matters.
- Creates and maintains computer files of permits, buildings inspected, projects in progress, etc.; prepares reports.
- Approves applications for zoning, mobile home installations, floodplain compliance.
- Reviews new and special engineering and construction techniques and makes recommendations on cases submitted to the Board of Appeals and/or Advisory Board.
- Coordinates with flood control district staff on inspecting development and construction within a flood hazard area; tracks floodplain permits, provides construction standards to public when work is within a flood hazard area.
- Reviews building plans for code compliance and safety; oversees, writes and issues permits for building occupancy.
- Obtains zoning designations from the zoning office to determine proper construction capabilities on site.
- Provides assistance and information to the public in regard to International Building Codes and Navajo County ordinances.

### Knowledge and Skills:

- Knowledge of building trades.
- Knowledge of federal, state and local building laws, codes and regulations.
- Knowledge of principles and practices of subdivision, zoning, floodplain and hazard abatement regulations.
- Knowledge of federal state and local safety and hazard requirements.
- Knowledge of the principles and practices of supervision.
  
- Skill in understanding codes and interpreting ordinances.
- Skill in reading and interpreting plans.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

### Minimum Qualifications:

High School diploma or G.E.D.; AND five years progressively responsible experience in building and/or zoning inspection or as a general contractor; AND possess and maintain ICBO (Uniform Building Code) certification; AND a valid driver's license.