



## **Job Description – Building Inspector/Code Administrator**

<b>Job Title:</b>	Building Inspector / Code Administrator
<b>Department/Union:</b>	Management/Non-Union/Appointed by Mayor and Council
<b>Reports To:</b>	Mayor and Council
<b>Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt

### **Job Summary:**

The Building Inspector/Code Administrator will inspect new construction and repair or renovation of existing buildings and structures.

### **Duties/Responsibilities:**

#### **Building Inspector**

- Take calls regarding rental or permitted issues
- Inspect all rental properties
- Issue Certificate of Occupancy or inspection reports to landlords/agents
- File all paperwork
- Inspect all residential permitted work (new construction houses, additions, accessory buildings, pools, etc.)
- Inspect all commercial permitted work
- Complete all inspection reports and file
- Sign off on occupancy when projects are complete and compliant with building codes and city ordinances
- Handle code / ordinance violations for permitted work with contractors or homeowners

#### **Code Administrator**

- Take calls regarding interpretation of all code books
- Read and understand all code books:
  - City of Waterloo Code of Ordinances Chapter 29
  - Current edition of the IPMC – Property Maintenance Code
  - Current edition of the International Building Code book (2012 IBC)
  - Current edition of the International Existing Code book (2012 IEC)
  - Current edition of the International Residential Code book (2006 IRC)

- Current edition of the NFPA 70 Code Book (2017 NFPA 70)
- Current edition of the Illinois Plumbing Code Book (2014 IPC)
- Current edition of the Illinois Accessibility Code book (2018 IAC)
- In charge of updating code books through the Ordinance Committee

**Property Maintenance**

- Take call complaints from citizens
- Recognize issues and documenting violations (pictures)
- Issue property maintenance violation notices
- Revisit violators
- Issue City Ordinance Violations
- Attend court
- Other duties as assigned by Mayor and/or Council

**Drainage**

- Take call complaints from citizens
- Visit issues on site
- Make decisions on reasonable solutions

**ADA**

- Take call complaints from citizens
- Monitor safety issues on public sidewalks, crosswalks, Ramps
- Collaborate with the ADA Coordinator to ensure accessibility compliance

**Building Maintenance**

- Responsible for all maintenance at City Hall and other city owned property
- Responsible for cleaning crew
- Oversee the scheduling, tracking, and documentation of all facility compliance inspections and certifications for the City Hall systems

**Temporary Signs**

- Work with The Building & Zoning Administration Coordinator to remove illegal signs (feather flags, etc.)

**Dumpster Permits**

- Take calls from citizens requesting dumpster permits
- Issue dumpster permit numbers
- Dumpsters located on the street will be coordinated with Director of Public Works

Performs other duties as assigned.

**Required Skills/Abilities:**

- Extensive knowledge of construction, engineering, and building codes and regulations.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to write clear inspection reports on the condition of properties.

**Education and Experience:**

- High school diploma or equivalent required
- Preferred: Minimum of four years' experience in building construction

**Physical Requirements:**

- Must be physically able to inspect construction sites including walking properties, climbing ladders, and kneeling.
- Must be able to lift up to 50 pounds at a time.

**Compensation and Benefits**

- Salary Range: \$60,000 - \$72,000/Annually.
- Benefits include: Medical, Dental, Vision, Life Insurance, Vacation, Sick, Personal Days, Paid Holidays and IMRF Pension