

**CITY OF CHEYENNE
COMBINATION INSPECTOR**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform technical inspection work in the county, in two or more of the building, electrical, mechanical or plumbing trades, in enforcing compliance with building codes, regulations and ordinances; to work with developers, superintendents, and contractors in maintaining code requirements and resolving concerns and issues related to code compliance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Building Official

ESSENTIAL AND MARGINAL FUNCTIONAL STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Inspect industrial, commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.
2. Conduct examination of plans and specifications of new construction, additions and alterations to residential, commercial and industrial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
3. Inspect existing buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances.
4. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, plumbing, gas plumbing, heating, ventilation and air conditioning, electrical installations, and a variety of other complex and routine building system elements.
5. Issue notices to comply on violations; maintain records of history of facts for possible legal actions.
6. Investigate complaints of hazardous or illegal conditions; perform inspections concerning complaints; resolve issues through the interpretation of codes and regulations.
7. Confer with architects, contractors, builders and the general public in the field and office; explain requirements and restrictions.
8. Maintain files and reports regarding inspection and plan check activities and findings.

The City of Cheyenne

Combination Inspector - Cont

Marginal Functions:

1. Attend and participate in meetings; stay abreast of new trends and innovations in the field of building inspections.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Building related codes and ordinances enforced by the jurisdiction, including either the ICC series or the Uniform Building, Electrical, Plumbing and Mechanical Codes and zoning codes.
Complex principles and techniques of building inspection and plans examining work.
Major types of building construction, materials and methods.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Operate a computer, printer and fax
Apply pertinent Federal, State and local laws, codes and regulations.
Read and interpret complex building plans, specifications and building codes.
Determine if construction systems conform to adopted requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Make mathematical computations rapidly and accurately.
Enforce necessary regulations with firmness and tact.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows for effective interaction and communication with others.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- walking, standing, or bending for extended periods of time
- operating assigned equipment and vehicles.
Maintain effective audio-visual discrimination and perception needed for:
- making observations
- communicating with others
- reading and writing
- operating assigned equipment and vehicles.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities may qualify. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years experience as an inspector for a jurisdiction, with at least 3 years above an entry level inspector

Training:

Combination Inspector with ICBO or ICC certification and 3 years experience preferred. May accept inspector with 5 years experience that includes building, plumbing, mechanical and electrical inspections with 1 or more ICBO or ICC certifications and the ability to successfully obtain combination certificate within one year.

License or Certificate:

ICBO or ICC Combination or Combination Dwelling Inspector Certification
Possession of, or ability to obtain, an appropriate, valid Wyoming driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office/construction site environment; travel from site to site; exposure to noise, dust, and inclement weather conditions; work at heights on scaffolding and ladders; work on uneven surfaces; inspect in confined spaces; and work around heavy construction equipment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for light lifting, bending, stooping and climbing; walking and standing for prolonged periods of time; and operating motorized vehicles for an extensive distance.