

January 30, 2012

Elko County Human Resources
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Position: Building Inspector III
Salary: Step 1 - \$21.7209 per hr.
Step 2 - \$22.3728 per hr.
Step 3 - \$23.0443 per hr.

Application Deadline: 5:00 p.m., Friday, February 17, 2012

Elko County is seeking qualified applicants for the position of ***BUILDING INSPECTOR III***. This candidate will be responsible for performing all work associated with the inspection of buildings for compliance with all International, Uniform and National Building Codes. Starting salary is Step 1 through Step 3 commensurate with experience. Applicants must have knowledge of the standard building codes adopted by Elko County, I.B.C., I.R.C., U.P.C., U.M.C., I.F.C., and the N.E.C. The preferred candidate will possess the following certifications from the date of appointment: Commercial Building inspector from the International Code Council (ICC); Commercial Electrical Inspector from ICC; Commercial Mechanical Inspector from ICC or IAPMO (International Association of Plumbing and Mechanical Officials); Commercial Plumbing Inspector from ICC or IAPMO; Residential Building Inspector from ICC; Residential Electrical Inspector from ICC; Residential Mechanical Inspector from ICC or IAPMO; Residential Plumbing Inspector from ICC or IAPMO; Residential Plans Examiner from ICC; International Energy Conservation Code Inspector from ICC. and a valid Nevada class C Drivers License. Additionally this candidate must be able to successfully complete a physical agility examination. Obtain application and full job description on line at www.elkocountynv.net or in Human

Resources:

Elko County Human Services
540 Court Street, Suite 105
Elko, Nevada 89801
(775) 748- 0200
(775) 738-5984 fax

Mail completed applications to:

Elko County Human Services
571 Court Street
Elko, Nevada 89801

100% PERS Retirement
County Paid Employee Medical/Dental Vision and Life
Elko County is an Equal Opportunity Employer

cc: President, General Bargaining Unit
Post (Main Floor, Courthouse)
Human Resources



ELKO COUNTY HUMAN SERVICES

571 Idaho Street
Elko, Nevada 89801
(775) 738-4375
(775) 738-5984 fax

JOB DESCRIPTION: BUILDING INSPECTOR III

JOB CODE: 12105

DEFINITION:

Performs all work associated with the inspection of buildings for compliance with all International, Uniform and National Building Codes.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from the Building Official. In the absence of the Building Official, exercises supervision over building department staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Must be willing to respond to work as needed in urgent situations to the immediate needs of the other Community Development Departments.
- Must be willing to work overtime, holidays and weekends, as needed.
- Write correction notices for deficiencies in construction jobs as needed.
- Make building inspections for compliance with all International, Uniform, and National Building Codes.
- Write permit applications for all types of building construction.
- Determine cost evaluations for building permits.
- Analyze submitted plans for type of building construction and occupancy group.

- Determine building set backs from property line by criteria established by County Planning Commission.
- Determine if different types of occupancies are consistent and comply with different zoning requirements for different zones.
- Issuance of Building, Electrical, Mechanical, and Plumbing permits.
- Communicate with permit applicants on requirements of codes for design of their construction.
- Review plans with architects for compliance of code adopted by the County.
- Write letters to contractors, homeowners, architects, and engineers concerning questions regarding building codes.
- Research alternate methods of construction approved by I.C.C. for different construction methods than specified as minimum in code books.
- Comply with Elko County Policies and department procedures.
- Accurately, dependably, and promptly finishes assignments.
- Keeps supervisor informed of work status and pertinent issues.
- Willing to assume responsibility.
- Communicates tactfully and skillfully, both orally and in writing, with co-workers customers, general public, and news media.
- Perform professionally and efficiently under pressure.
- Looks for new and different assignments.
- Maintains business confidences.
- Listens carefully and effectively, responds appropriately.
- Other duties as assigned.

QUALIFICATIONS:

KNOWLEDGE OF:

- The standard building codes adopted by Elko County, I.B.C., I.R.C., U.P.C., U.M.C., I.F.C., and the N.E.C.
- Read, interpret, apply, and explain complex building plans, blue prints, specifications, and building codes.
- Proper construction procedures, methods, and practices.
- Basic enforcement principles in regards to building and zoning code violations.
- Proper safety procedures for working in construction sites and around equipment.
- Basic zoning procedures and codes.
- Pertinent Federal and State codes, regulations and laws in regard to building and construction.

ABILITY TO:

- Work with and communicate technical information to the public.
- Organize time and coordinate with the public and contractors to perform work efficiently.
- Receive training and apply the knowledge obtained to practice.
- Interpret and apply knowledge of the International and Uniform Codes as adopted by Elko County to building construction.
- Develop and maintain effective working relationships with the public, contractors, County employees, other government employees and community groups.
- Operate a personal computer.
- Perform residential and light commercial plan review.

- Ability to complete the following building inspections for the classification of Building Inspector III:
 - A. Simple single-family residential inspection.
 - B. Electrical services for different type application.
 - C. Foundation systems for Manufactured Home single family residents.
 - D. Foundations and footings.
 - E. Decks and patio covers.
 - F. Accessory structures.
 - G. Custom single family residential and multifamily residential.
 - H. Light Commercial.
 - I. Light Industrial.
 - J. Heavy Commercial.
 - K. Heavy Industrial.
 - L. High rise building construction requirements.

EXPERIENCE AND EDUCATION:

- This position requires the combination of experience and training that would be likely to provide the knowledge and abilities to perform the duties required.
- All applicants shall be a high school graduate, have at least five (5) years of experience with a public or private entity in building inspections, and have at least four (4) years progressive building related construction experience and one (1) year of technical/vocational training in the International and Uniform Codes or an equivalent combination of training and work experience.
- Pertinent Federal and State codes, regulations, and laws in regards to, building and construction.

LICENSE AND CERTIFICATE:

- Valid Nevada Class C Drivers License.
- Must Currently possess the following certifications from the date of appointment:
 - Commercial Building inspector from the International Code Council (ICC);
 - Commercial Electrical Inspector from ICC;
 - Commercial Mechanical Inspector from ICC or IAPMO (International Association of Plumbing and Mechanical Officials);
 - Commercial Plumbing Inspector from ICC or IAPMO;
 - Residential Building Inspector from ICC;
 - Residential Electrical Inspector from ICC;
 - Residential Mechanical Inspector from ICC or IAPMO;
 - Residential Plumbing Inspector from ICC OR IAPMO.
 - Residential Plans Examiner from ICC;
 - International Energy Conservation Code Inspector from ICC;

OTHER REQUIREMENTS:

- Must pass a physical agility examination.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some work is done in an outdoor setting. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to stand or walk.

The employee must infrequently lift and / or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those

an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and / or humid conditions or airborne particles.

The noise level in the work environment is usually quiet in the office and moderate in the field.

FLSA- NON EXEMPT.