City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Building Inspector I, II, III</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>BIN1, BIN2, BIN3</td>
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<td>Pay Grade:</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>3/31/2021</td>
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**General Summary:** This position is responsible for performing inspections and enforcing compliance with local, state and national building codes and zoning ordinances.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

**Building Inspector I, II, III**

- Inspects all permitted residential, commercial and/or industrial construction work, beginning, during and upon completion, to determine its conformity with the International Building Codes, applicable State building codes and City municipal codes.
- Notifies the appropriate parties (owner, contractor, architect, engineer) of any violations or corrections noted and follows up where necessary to verify violations or corrections are completed.
- Assists those involved in achieving code compliance by using explanations, demonstrations, or reference materials to understand problems and code requirements.
- Exercises professional judgment in marginal or unusual situations in the field in the use of alternative equivalent methods and materials of construction.
- Inspects existing installations for safe and sanitary conditions.
- Prepares and maintains records of inspection activities and prepares reports and correspondence.
- Provides expertise for Building Official in the area of building codes and reviews code amendments as assigned.
- Investigates work being performed without the required building permits, substandard housing and dangerous building complaints.
- Assists with office administrative tasks such as answering code or ordinance inquiries and may serve on advisory board.
- Reviews and approves contractor licenses and attends building code board meetings as assigned.

**Qualifications:**

- Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.
- **Building Inspector I**: High school diploma or general education degree (GED) and six months experience as a municipal inspector plus one of the certifications listed below, OR two years experience as an inspector or journeyman plumber, journeyman electrician or building contractor plus one certification listed below, OR an acceptable combination of experience and knowledge in the construction trades and ability to obtain 1 certification listed below, within 6 months of hire.

- **Building Inspector II**: High school diploma or general education degree (GED) and 12 months experience as a municipal inspector plus two of the certifications listed below, OR two years experience as an inspector or journeyman plumber, journeyman electrician or building contractor plus two certifications listed below, OR and acceptable combination of experience and knowledge in the construction trades plus two of the certifications listed below.

- **Building Inspector III**: High school diploma or general education degree (GED) and 24 months experience as a municipal inspector plus three of the certifications listed below, OR 2 years experience as an inspector or journeyman plumber, journeyman electrician or building contractor plus three certifications listed below, OR an acceptable combination of experience and knowledge in the construction trades plus three of the certifications listed below.

- **Certification**: 1) ICC Building Inspector Certification; 2) Licensed Journeyman Plumber, a licensed Plumbing contractor or a plumbing inspector certified by the International Association of Plumbing and Mechanical Officials; 3) ICC Mechanical Certifications; or 4) Licensed by the State of South Dakota State Electrical Commission in accordance with SDCL 36-16-29.

**Working Conditions:**

_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 is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.

**Physical Demands:**

_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._

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop or kneel, crouch or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.