



Rogers County Job Opportunity

If interested, please complete an application and return it to Rogers County HR located in the County Clerk's Office of the Rogers County Court House

Title: Building Inspector	Department: Planning Commission
Reports to: Planning Commission Director	FLSA Status: Non-Exempt
Pay: Based on Experience	Full Time/Part Time/Temp: Full Time
Position Posted: 6/14/2022	Posting Closes: Until filled

SUMMARY DESCRIPTION

Under the supervision of the Planning Commission Director, and Deputy Director of Building Safety & Inspection Services, performs technical building inspection and plans examining work to enforce compliance with state and county building codes, regulations and ordinances; researches new construction materials and methods; reviews plans for compliance with state, and county rules and regulations; and provides information to and works with the public to resolve problems. Performs other office duties as may be required.

Duties and Responsibilities

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Inspect commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.
2. Examine plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable city, state, and federal construction codes, ordinances, rules, 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, routine plumbing, heating and electrical installations and a large variety of other complex and routine building system elements.
5. Conduct inspections of swimming pools at construction sites for compliance with regulations; enforce state mandates as necessary.
6. Respond to citizen complaints and concerns; serve due process letters to violators as necessary.

Rogers County is an equal opportunity employer

7. Issue notices to comply on violations; maintain records of history of facts for possible legal actions.
8. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret building requirements and restrictions.
9. Log, route, track, and process all incoming plans; respond to code and related questions in person and on the phone.
10. Maintain files, records, and reports regarding inspection and plan check activities and findings.
11. Confer with and provide information and assistance to architects, engineers, contractors, builders, and the general public in the field and office; explain and interpret applicable codes, ordinances, and zoning regulations.
12. Attend and participate in meetings; stay abreast of new trends and innovations in the field of building inspection and plans examination.
13. Perform related duties as required.

Qualifications

- Must have a valid Oklahoma Driver's License.
- Must be able to be insured through Rogers County.
- Must be able to pass a pre-employment drug screen and background check.
- Must Pass the International Code Council B-1 Exam within 2 years of employment

Education and/or Experience

- High School or GED equivalent plus two (2) years' experience or equivalent college training. Knowledge of construction activities is preferred.

Notice: *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 frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.*

Rogers County is an equal opportunity employer