



## 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 I	Department: Planning Commission
Reports to: Planning Commission Director	FLSA Status: Non-Exempt
Pay: \$26,000-\$30,000	Full Time/Part Time/Temp: <b>Full Time</b>
Position Posted: January 7, 2019	Posting Closes: - Till Filled

### **Position Profile**

Under direction, performs information on County adopted codes, performs field inspections and enforces County code provisions (such as utility permits, business license, and operations permits) and land use laws pertaining to public welfare, safety, public nuisance, property maintenance and structure design; explains regulations relating to municipal code provisions including zoning, land use, planning, design review, disabled access and related codes to the public; and performs related work as assigned. Other responsibilities include the supervision of other members of the Planning Department.

### **Duties and Responsibilities**

- Inspecting construction activities to ensure compliance with drawings, plans and specifications
- Will prepare and complete daily inspection reports, maintain technical documents and quality control records
- Reviews and provides input on project designs prepared by applicants
- Ensures construction notices to residents are distributed, and addresses construction related problems, concerns and complaints of abutters and general public.
- Reviews materials testing results
- Advises permit applicants and their contractors on the interpretation of drawings and specifications, and modifies these based on site conditions which are encountered.
- Reviews as-recorded drawings for the completed projects.
- Responsible for the inspection of the work and for materials and workmanship quality control for utilities and street reinstatement on construction/maintenance projects and issues directive for corrective action as required.
- Monitors and advises on site safety compliance, e.g. temporary workplace signage and traffic control, excavation and trench safety, confined spaces, construction and demolition hazardous materials handling and disposal, WHMIS, first aid.

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- Prepares project construction and maintenance deficiency lists and follows up to ensure that all necessary corrective actions are taken.
- Makes video record of site pre-construction conditions, and maintains accurate records of the administration and management of the construction projects.
- Performs such other duties as may be 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. This position makes daily decisions that can be complex in nature and require good judgment in dealing with construction activities and/or property owner issues.

### **Education and/or Experience**

High School Journeyman's license preferred in electrical, mechanical, or plumbing.

### **Knowledge, Skills, and Abilities**

Ability to:

- Proficient in estimating, measuring and recording quantities of materials.
- Proficient in daily recording of construction activities in clear and concise manner.
- Must have the ability to read and interpret engineering drawings and conduct field survey layout work.
- Read, write, speak and understand the English language.
- Perform basic mathematical computations (add, subtract, multiply, divide in all units of measure, including whole numbers, common fractions, and decimals.)
- Protect the County's value by keeping information confidential.
- Perform assigned tasks under moderate supervision. Follow written and verbal instructions.
- Establish and maintain positive relationships with other upper management, supervisory staff, employees, and the general public. Work well alone or within a team.
- Present facts and recommendations in oral and written form. Prepare written reports and correspondence as required.
- Utilize MS Office products at basic (create new documents, open/edit existing documents) to intermediate (import/export data, create templates) skill level.
- Exercise sound judgment and solicit assistance for decisions in a manner consistent with the essential job duties and responsibilities.
- See problems and avoid situations that could be deemed illegal or represent a safety hazard to fellow employees or guests.
- Respond to inquiries or complaints from employees, guests, regulatory agencies, and others.
- Travel locally, regionally, or out-of-state as needed.
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and developing or maintaining professional networks.
- Obtain knowledge of roads and routes within the County
- Observing situations analytically and objectively, making quick decisions, and recording information clearly and completely
- Managing situations firmly, courteously, tactfully, and impartially
- The safe operation of a motor vehicle
- Must Pass the International Code Council B-1 Exam within 2 years of employment

### **Physical Demands**

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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 frequently is required to stand; walk; and stoop, kneel, crouch or crawl. Must be able to climb up and down stairs with speed and agility. See and recall visual details. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to thirty (30) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to drive an automobile.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. Will be exposed to a physically challenging environment, which may include; exposure to Bloodborne and Airborne pathogens, physical assault, verbal assault, loud noises, prolonged sitting, and restricted movement outside of the facility.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

**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.