



## 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: \$26,000 – \$30,000	Full Time/Part Time/Temp: Full Time
Position Posted: 11/17/2017	Posting Closes: 12/17/2017

### **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.

### **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.
- Prepares project construction and maintenance deficiency lists and follows up to ensure that all necessary corrective actions are taken.

**Rogers County is an equal opportunity employer**

- Makes video record of site pre-construction conditions, and maintains accurate records of the administration and management of the construction projects.
- Must be able to be present at the designated work site a maximum of eight three (83) hours a month, as established by the Director.
- 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 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. Journeyman's license preferred in electrical, mechanical, or plumbing.

**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.