

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs technical and skilled inspections and investigations in a specific trade in compliance with the City's plumbing, electrical, mechanical, or building codes and ordinances, as well as applicable state and federal laws, to ensure the health and safety of building occupants, employees, and guests; and performs other related assigned duties.

**ESSENTIAL TASKS:**

- Performs code related inspections and enforcement activities for all aspects of residential and commercial buildings, ensuring compliance with applicable ordinances, as well as state, and federal regulations
- Assists in identifying and resolving issues, and, if unable to resolve the issue, notifies appropriate resources to ensure problem resolution
- Reviews and enforces construction plans specifications to ensure compliance
- Writes official notices and fine bearing citations for electrical ordinance, code and safety violations and authorizes the removal of utility services in the event of imminent hazards
- Assists customers with the issuance of permits and interprets various codes relating to residential and commercial construction for internal and external customers
- Works cooperatively with City departments, and internal and external customers regarding the application and interpretation of codes and ordinances to garner compliance
- Coordinates the final inspection to issue the Certificate of Occupancy (COO) permit
- Writes official notices and fine-bearing citations for permit and safety violations and represents the City in court as an expert witness and during prosecution of code violators
- Participates as a post disaster response personnel in conjunctions with the Tulsa Area Emergency Management agency (TAEMA)
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

Electrical Inspectors:

- Inspects fire protection signaling, automatic detection systems, electrical installations in fire rated assemblies, and shafts for compliance with codes, regulations and safety standards
- Inspects new wiring and electrical installation to ensure conformance with established safety guidelines

Building Inspectors:

- Interprets the building, zoning, fire and stormwater codes relating to residential and entry level commercial construction for internal and external customers
- Inspects from inception through completion to ensure compliance with regulations pertaining to structural soundness, proper materials, safety hazards, and zoning

Mechanical Inspectors:

- Performs mechanical and fuel gas code related inspections for new construction, alteration, enlargement, replacement, repair, removal and demolition of residential and commercial construction
- Inspects mechanical installation and mechanical fire protection systems to ensure conformance with established safety regulations, codes, ordinances, regulations, and applicable state and federal laws, as well as the International mechanical and fuel gas code and local gas utility regulations

Plumbing Inspectors:

- Performs plumbing, stormwater, water service and sewerage code related inspections regarding new construction, alteration, enlargement, replacement, repair, removal and demolition of residential and commercial construction
- Inspects plumbing, stormwater, waterworks and sewerage installation to ensure conformance with established safety regulations, ordinances, the international plumbing and water service, sewer service and stormwater code and local plumbing utility regulations

**QUALIFICATIONS:**

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of thirty (30) hours from an accredited college or university; **and**,  
(b) Five (5) years of experience relevant to the essential tasks listed in this job description; **including**,  
(c) Three (3) years' experience as a building superintendent, foreman, contractor or licensed Inspector.  
(d) Possession of an Unlimited Inspector trades license, in a discipline determined appropriate by management; **or**
2. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,  
(b) Six (6) years of experience relevant to the essential tasks listed in this job description; **including**,  
(c) Three (3) years' experience as a building superintendent, foreman, contractor or licensed Inspector;  
(d) Possession of an Unlimited Inspector trades license, in a discipline determined appropriate by management

**PAY INCREASE OPPORTUNITY**

This position is part of a progression family and is eligible for increases within the progression. More information can be found [here](#).

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of materials, methods and techniques used in residential and commercial construction
- Considerable knowledge of possible defects and faults in residential construction and effective corrective measures
- Considerable knowledge of applicable federal, state and local electrical, mechanical, building or plumbing codes and regulations pertaining to residential and commercial construction.

Ability to:

- Ability to read and interpret plans, specifications, and blueprints quickly and accurately
- Ability to compare plans with construction in process
- Ability to enforce regulations; ability to discuss problems tactfully and professional

- Ability to remain impartial; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding

Skill in:

- Skill in problem solving
- Skill in providing customer service
- Skill in communicating effectively, verbally and in writing

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a telephone; occasional lifting up to 50 pounds; occasional carrying up to 40 pounds; occasional pulling up to 5 pounds; may be subject to extended periods of walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. A valid Class "D" Oklahoma Driver license; **and**,
2. One (1) International Code Council (ICC) certification as a Residential and Commercial Building, Electrical, Mechanical, or Plumbing Inspector; **and**
3. One (1) additional ICC certification as a state licensed Unlimited Inspector in one of the following disciplines, in which the employee is not currently certified: Plumbing, Mechanical, Electrical or Building as approved by management.

**WORKING ENVIRONMENT:** Working environment is primarily outdoors, occasionally indoors and in inclement weather; and requires traveling to various locations for inspections.

**EEO Code: N-02**

**Group: Engineering, Planning, and Technical**

**Series: Inspection**