

**CLARK COUNTY SCHOOL DISTRICT**

**CLASS TITLE: CODE COMPLIANCE INSPECTOR/SITE MANAGER**

**Class Code: 7700**

**Grade: 59**

**CLASS DEFINITION AND SUMMARY:**

Under general direction, inspects construction projects to ensure compliance with applicable local and state building codes and ordinances.

**ESSENTIAL TASKS OF THE POSITION:** (Illustrative, not inclusive)

Inspects site work and building construction to ensure compliance with applicable federal, state, and local building codes, ordinances, and regulations.

Inspects, monitors, reviews, and records, plans/construction drawings for code compliance with specifications and other contract documents.

Monitors and records results of materials testing, such as; asphalt, cement, soil, and carpet.

Schedules and monitors records of testing labs.

Submits recommendation of acceptance for completed construction projects.

Notifies supervisor of problems associated with quality control, assurance, and code related items.

Prepares written reports, issues notices to correct code violations, and maintains daily construction log.

Assists in the development of final punch lists.

Ensures that construction projects are complete prior to submitting Notice of Completion.

Attends modernization and construction site meetings/inspections with contractors, architects, public utilities, and other government agencies regarding code compliance or inspection issues with new construction and rehabilitation modernization/renovation projects.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Involves inspection of construction at sites to ensure compliance with plans, specifications, and building codes and that all phases of construction are in compliance with application codes and ordinances.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of building codes for local, state, and federal ordinances: such as, IBC, UMC, UPC, NFPA, NEC, OSHA, ADA, and health regulations.

Knowledge of building construction and materials, site-work, and landscaping.

Ability to read, interpret, apply and check plans and specifications.

Ability to read and interpret written and/or oral instructions.

Ability to read and objectively interpret building code requirements.

Ability to effectively communicate orally and in writing.

Ability to plan and organize work.

Ability to maintain records and prepare written reports.

Ability to safely move and/or relocate heavy objects.

Ability to distinguish color-coded wires.

Ability to exercise judgment when to act independently and when to refer matters to an administrator.

Ability to work flexible hours or shifts.

Ability to work in confined areas.

Ability to withstand heights and perform work safely.

Ability to work cooperatively with employees, contractors, and the public.

Ability to recognize and report hazards and apply safe work methods.

**QUALIFICATIONS:**

**TRAINING AND EXPERIENCE:**

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.; **and**,

Three (3) years experience as a construction inspector with ICC Certification in Building, Plumbing, Electrical or Mechanical; or,

Six (6) years experience in construction trades (i.e. Plumbing, Carpentry, HVAC, Electrical, etc.), and must be able to obtain ICC certification (i.e., Plumbing, Carpentry, HVAC, Electrical), if not in possession at time of application, it must be obtained within five (5) months of hire date.)

**QUALIFICATIONS:** (continued)

**LICENSES AND CERTIFICATES:**

Valid Class C Nevada Driver's License. Must be maintained for the duration of the assignment.  
Copy of current driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P.) placement **and** at time of interview prior to final selection.  
Current ICC certification. (If ICC Certification is not in possession at time of application, it must be obtained within five (5) months of hire date.) Must be maintained for the duration of the assignment.

**PREFERRED QUALIFICATIONS:**

1. Current First Aid certificate.
2. Current Cardio-Pulmonary Resuscitation (CPR)/Automatic External Defibrillator or (AED) certificate from an American Heart Association and/or American Red Cross approved course.

**\*TRAINING AND EXPERIENCE TO BE APPLIED WHEN SCREENING QUALIFICATIONS FOR CURRENT VACANCY, ADVERTISEMENT OR ASSIGNMENT FOR CODE COMPLIANCE INSPECTOR.**

**DOCUMENT (S) REQUIRED AT TIME OF APPLICATION:**

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. College transcript, if applicable.
3. Valid Class C Nevada Driver's License.
4. Copy of current driving history issued by the Department of Motor Vehicles.
5. Current ICC certification, if applicable.
6. Specific documented evidence of training and experience to satisfy qualification.

**NOTE: Employment Requirement - Must provide own reliable vehicle to perform and fulfill job duties.**

**EXAMPLES OF ASSIGNED WORK AREAS:**

Clark County School District facilities – offices, construction sites, existing buildings under renovation, schools mechanical/equipment rooms, playgrounds, etc.

**Strength:** Medium - Exert force to 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or negligible amount of force frequently to lift/stand/push/pull/carry.

**Physical Demands:** Frequent climbing and crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near and far acuity, accommodations, depth perception, color vision and field of vision. Vision to read printed materials, VDT screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone.

**Environmental Conditions:** Varies from a climate controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

**EXAMPLES OF EQUIPMENT USED TO PERFORM TASKS:**

Laptop computers, cell phone, broadband access card, code books, architects scales, engineers scale, scientific calculator, circle template, blueprints, code/specification books, district issued/personal vehicles, ladders, personal protection equipment, etc.

Clark County School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Clark County School District will provide reasonable accommodations to qualified individuals with disabilities.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V).

12/12/89

Revises (10/30/90; 01/03/95; 04/25/95; 10/11/96; 03/06/98; 03/14/02; 11/22/02; 05/16/05; 07/15/05; 09/24/07)