



## Building Inspector II

**Department: Planning and Building Department**  
**Reports to: Planning Director**

**FLSA: Non-exempt**  
**Grade: 50**

**SUMMARY:** Under the general direction of the Planning Director, inspects buildings and structures in all stages of construction, alteration, and repair; assists in the review of building plans and specifications for permit issuance; enforces building (residential and commercial), plumbing, electrical, mechanical, energy, green building, and zoning codes and laws; assists in the issuance of permits and collection of fees as needed. This is the mid-level in the Building Inspector series.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Building Inspection

- Conducts field inspections of building construction or mechanical installations in all stages of completion in residential, commercial, or public structures to ensure compliance with applicable building, mechanical, energy, and health and safety codes, ordinances, and regulations
- Works with the Town of Mountain Village to ensure electrical and plumbing inspections for the Town of Telluride residential, commercial, and public structure integrity
- Examines foundations, walls, floors, ceilings, roofs, windows, and doors for proper installation and code compliance.
- Conducts final inspections of completed work; enforces necessary regulations with firmness and tact.
- Interprets and applies pertinent Federal, State, and local laws, codes, and regulations.
- Responsible for understanding the unique characteristics of Telluride's designation as a national historic landmark district
- Investigates violations of building and zoning laws

#### Plan Review

- Conducts preliminary examinations of plans and specifications for new construction, additions, and alterations to residential, commercial, and industrial buildings to determine compliance with the provisions of the building codes.
- Reviews plans to ensure compliance with adopted codes and land use regulations
- Performs plan review for minor construction alterations and additions

#### Recordkeeping

- Maintains logs and other records of work; checks plans and specifications for completeness and accuracy; assists with issuing permits and collecting fees when needed
- Prepares reports of inspections; assists with resolving disagreements concerning inspections and compliances; maintains records of the history of facts for violations for possible legal actions.

#### Code Compliance

- Identifies and documents any violations and works with the property owner to develop a plan to correct violations
- Attends continuing education courses to keep up to date on changes in building codes and inspection methods
- Provides information to the public regarding building, installation, and zoning requirements
- Other tasks and special projects as assigned

### MINIMUM QUALIFICATIONS (Education/Experience/Licenses/Certifications):

Valid driver's license required; high school diploma or equivalent required; Associate's degree in Building Construction / Inspection Technology or related college coursework is highly desired; International Conference of Building Officials (ICBO) and/or the International Code Council (ICC) certification preferred; two (2) years of building inspection experience with a public agency inspecting all the major trade fields (carpentry, mechanical, electrical, plumbing) are required, or three (3) to five (5) years of responsible and relevant journey-level experience in either one of the major trade

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This job description indicates in general the nature and levels of work, knowledge, skills, and other essential functions expected of an employee and is subject to change at any time. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Must be able to perform the essential functions of the job with or without accommodation. This job description does not constitute an employment agreement between the employer and employee. Employment with the Town of Telluride is at-will.



fields or in the performance of a wide variety of building trades work performed in conformance with standard building, mechanical, electrical, and plumbing codes are required.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** methods, principles, and techniques of building, electrical, and mechanical inspection; major types of building construction, materials, and methods; computer and technical data entry of inspection reporting; inspection equipment and tools; occupational hazards and safety practices; building-related codes and ordinances enforced by the Town; principles and techniques of building inspection and plans examination work;

**Skill in:** reading and interpreting construction plans and blueprints; making arithmetical computations accurately; using software, tools, and technology that are used in the inspection process; using computers, Microsoft Office applications, and building permit software; verbal and written communication; problem-solving; organization; and attention to detail; ability to work independently without supervision.

**Environmental Factors:**

The majority of work is performed outdoors with daily travel from site to site, checking on construction and walking around the exterior and interior of buildings, subject to inclement weather. Some time is spent in an office setting, reviewing plans and blueprints, writing reports, and meeting with building owners, architects, and contractors.

**Physical Factors:**

While performing the duties of this job, the employee is required to stand and walk significantly daily and often required to bend, crouch, or twist; the ability to lift 50 pounds, climb ladders and work in confined spaces; may be required to wear personal protective equipment during onsite inspections.

## TOWN OF TELLURIDE STAFF MISSION & VALUES

**MISSION:** Town of Telluride Staff works to support the values and goals of the Town Council and to support Telluride's central value of "Community."

### VALUES

**CUSTOMER SERVICE:** Develops and maintains respectful working relationships with the community; respectful of diversity among staff, community members, and visitors; demonstrates knowledge of the community and organization's accurate information and timely service; solicits feedback and is open to new ideas and change; demonstrates initiative, anticipates, and identifies problems and provides solutions.

**TEAMWORK:** Willingly maintains positive, collaborative working relationships with other Town staff and departments; exchanges ideas and information to solve problems, provide support, proactively plan, and resolve conflict. Approaches work with the team in mind and is willing to assist others.

**COMMUNICATION:** Is approachable, courteous, and listens to understand; maintains tactful composure and professionalism and demonstrates an understanding of other points of view when interacting with other staff, community members, and visitors; proactively shares information to facilitate collaboration.

**WORK ETHIC:** Represents the Town in a positive manner; complies with Personnel Policy, Ethics Code and represents Town's policies without personal bias; takes responsibility for decisions and actions; performs work with attention to detail and pride in the outcome; utilizes time and resources appropriately and works effectively under pressure; adapts to changing priorities and methodologies.

Effective/Revision Date: 01/12/2023

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