

Code Compliance Inspector / Site Manager

Position Details

Class Code: 7700

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 59 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

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

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Inspects site work and building construction to ensure compliance with applicable federal, state, and local building codes, ordinances, and regulations.
2. Inspects, monitors, reviews, and records plans/construction drawings for compliance with codes, specifications, and contract documents.
3. Monitors and records results of materials testing, including asphalt, cement, soil, and carpet.
4. Schedules and monitors testing lab records.
5. Submits acceptance recommendations for completed construction projects.
6. Notifies supervisor of problems associated with quality control/assurance and code-related items.
7. Prepares written reports, issues code violation notices, and maintains daily construction log.

8. Assists in developing final punch lists.
 9. Ensures completion of construction projects prior to submitting completion notices.
 10. Attends construction site meetings/inspections with contractors, architects, public utilities, and other government agencies regarding code compliance/inspection issues.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Inspects construction sites to ensure compliance with plans, specifications, and building codes at all phases of construction.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to recognize, understand, interpret, and apply local, state, federal, and national building codes, regulations, ordinances, and health regulations, including International Building Code (IBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), etc.
2. Knowledge of building construction/materials, site-work, and landscaping.
3. Ability to read, interpret, apply, and check plans/specifications.
4. Ability to interpret written and verbal instructions.
5. Ability to objectively read and interpret building code requirements.
6. Ability to communicate effectively, verbally and in writing.
7. Ability to plan and organize work.
8. Ability to maintain records and prepare written reports.
9. Ability to safely move and relocate heavy objects.
10. Ability to distinguish color-coded wires.
11. Ability to judge when to act independently and when to refer matters to an administrator.
12. Ability to work flexible hours/shifts.
13. Ability to work in confined areas.
14. Ability to withstand heights and perform work safely.
15. Ability to work cooperatively with employees, contractors, and the public.

16. Ability to recognize/report hazards and apply safe work methods.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

Construction Inspector

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Three (3) years' experience as a construction inspector with International Code Council (ICC) certification; or,
Six (6) years' journeyman-level experience in a construction trade (i.e., plumbing, carpentry, Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR), masonry, etc.) with ICC certification.

Electrical Inspector

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Three (3) years' experience as an electrical inspector with current ICC electrical or combination certification, and a Journeyman Electrical Certificate; or,
Six (6) years as a journeyman electrician with current ICC electrical certification.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. 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 and maintained for duration of assignment.
4. Journeyman Electrician certificate (if qualifying for electrical assignment.)

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
4. Current ICC certification, if applicable.
5. Journeyman certificate, if applicable.
6. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Must provide own reliable vehicle to perform job duties.

Examples of Assigned Work Areas

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

Work Environment

Strength

Medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, architect's scale, engineer's scale, scientific calculator, magnifying glass, circle template, blueprints, code/specification books, ladders, personal protection equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/07/23
- Created: 12/12/89