



City of Waukeee Building Inspector Lead

SALARY	\$36.29 - \$47.76 Hourly	LOCATION	Waukeee, IA
JOB TYPE	Full-Time	JOB NUMBER	2025FallPosting
DEPARTMENT	Community Development	OPENING DATE	08/05/2025
CLOSING DATE	8/19/2025 4:00 PM Central		

JOB PURPOSE

The Building Inspector Lead is responsible for overseeing and providing guidance to inspection staff in the review of new and existing buildings and structures. This position ensures compliance with building, electrical, plumbing, energy, and mechanical codes; zoning regulations local and state ordinances; and approved construction plans and specifications.

The Building inspector Lead provides technical expertise, helps develop inspection protocols, and serves as a liaison between staff, contractors, and other stakeholders to ensure the safety, integrity, and code compliance of building projects.

ESSENTIAL FUNCTIONS & SUCCESS FACTORS

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

- Examines plans, documents and specifications to determine compliance with all applicable codes and ordinances for approval of building permit applications and determination of appropriate fees.
- Inspects residential, commercial, industrial, and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, electrical, mechanical, plumbing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications and standards.
- Keeps inspection records and accompanying documentation for all permits and prepares reports for use by administrative or judicial authorities.
- Develops procedures and methods and provides input on forms and materials used in daily operations.
- Interprets legal requirements and recommends compliance options, materials and procedures to developers, contractors, craft-workers and owners.
- Listens to and answers questions from general public, contractors, architects and engineers regarding permits and building code requirements. Issues verbal and/or written statements in response.
- Investigates complaints regarding violations of code.
- Provides technical guidance to inspection staff relative to code changes, possible interpretations, and evaluation of alternative compliant installations.
- May attend pre-construction meetings with other city staff, contractors, design professionals, and developers as needed.
- Attends Board of Adjustments and Board of Appeals meetings as well as other meetings as needed.
- Provides oversight of building inspectors; assists with training and mentoring; and contributes input for annual performance evaluations of building inspection staff.

- Participates in the development, interpretation, clarification and communication of applications of policies and operational procedures.
- Reviews policies, correspondence, regulations, reports and legislation to determine necessary operational changes.
- Performs plan reviews and approves permit applications as assigned.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Identify the important dimensions of a problem, determine potential causes, obtain relevant information and identify alternate solutions that result in effectiveness.
- Display honesty, trustworthiness, dependability and respectfulness at all times.
- Use an unconventional approach to challenges and opportunities.
- Display strong analytical and exceptional communication skills.
- Demonstrate sound time-management skills by effectively or efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- React to a work environment that will change day to day requiring quick departure, and reorganization of one's schedule.
- Able to read, analyze, and interpret detailed blueprints, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Knowledge of the general provisions of the international, national, and uniform codes, state, federal and local laws. Ability to read and interpret building plans and detect deviations from controlling requirements.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Work efficiently and safely with little direct supervision.
- Create and participate in a team environment.
- Contribute to overall City effectiveness by providing critical staff support to task forces and by participating, as necessary, in assisting all other teams.
- Attentive to the City's standards for customer service, accuracy, quality, efficiency and all City policies and procedures ensuring that all work performed and all staff members meet those standards while exhibiting consistent treatment of all staff.

QUALIFICATIONS

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- High School diploma or GED required.
- International Code Council:
 - residential building inspector certification
 - commercial building inspector certification or ability to obtain within 18 months from date of hire.
- State recognized certification:
 - residential electrical inspector
 - commercial electrical inspector or ability to obtain within 18 months from date of hire.
- Five years of related job experience or a combination of five years education and work experience in a closely related field, or the holding of a master license in one of the trade disciplines.
- Must possess a valid Iowa Driver's License and meet the requirements of the City's motor vehicle policy.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

PHYSICAL REQUIREMENTS:

- Able to climb different types of ladders and stairs.

- Able to climb, balance, stoop, kneel, crouch and crawl on construction sites.
- Able to lift, carry, push and pull up to 50 pounds occasionally.
- Able to maneuver in undeveloped areas on uneven surfaces for up to one mile in various types of weather.
- Able to sit for long periods of time and to maintain focus on project such as computer screen or detailed paperwork.
- Must be able to effectively communicate orally (in person and over the telephone and in writing using electronic devices and handwritten) in English with other employees, businesses and community members.

WORKING CONDITIONS:

- Position requires outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered.
 - Employee will be exposed to moving mechanical parts, high and precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
 - The noise level in the work environment fluctuates from moderate to very loud.
 - Position requires travel within and outside of the City which imposes common travel hazards.
 - Standard work hours will be Monday-Friday 8:00 am – 5:00 pm with additional evening hours as required. Adjustments to this schedule may be considered based on operational needs.
 - There is no residency requirement for this position.
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