



## City of Grimes (IA) Senior Building Inspector

|              |                             |                                                               |            |
|--------------|-----------------------------|---------------------------------------------------------------|------------|
| SALARY       | \$35.43 - \$38.07 Hourly    | LOCATION                                                      | Grimes, IA |
| JOB TYPE     | Full-Time                   | JOB NUMBER                                                    | 202400031  |
| DEPARTMENT   | Development Services        | OPENING DATE                                                  | 11/19/2025 |
| CLOSING DATE | 12/18/2025 11:59 PM Central | <a href="#">Click here or use the QR code to apply today!</a> |            |



### Job Summary

**\*\*\* We are posting for both a Building Inspector and Senior Building Inspector, but will hire only one of the two positions based on the selected candidate's qualifications. \*\*\***

Under the general supervision of the Building Official, the Senior Building Inspector assists with the review of new and existing commercial and residential plans, specifications, and structural designs for compliance with adopted building, fire, electrical, plumbing, mechanical, energy, accessibility, housing, and zoning codes adopted by the City of Grimes.

Consults with designers, engineers, architects, developers, builders, and the general public as it relates to code interpretations, application, and use of construction methods and materials. Performs a variety of routine and complex construction inspection work to ensure that private and public improvements are constructed and maintained in accordance with state and federal requirements, City Codes, policies, standards and regulations. Performs related duties as required. In the absence of the Building Official, assumes the duties of the Building Official, when assigned.

*Note - The posted salary range is the hiring range only, which represents the first quarter of the full range. Exceptions may be considered for highly qualified candidates.*

### Essential Duties

- Reviews building plans and permit applications for code compliance.
- Assists inspection staff with evaluation of compliant installations in residential, commercial, industrial, and other buildings. May issue permits, prepare reports and perform inspections to assist staff with enforcement of the Grimes Code of Ordinance, national and/or state mandated codes.
- Consults with citizens, designers, architects, engineers, contractors, and other city staff regarding complex interpretation and application of adopted codes. Communicates with the general public by answering questions, and provides guidance relative to city permits, adopted codes, required submittal documentation, and inspection procedures; issuing verbal and/or written statements in response.
- Investigates complaints regarding violations of code. Mediates construction code conflicts by seeking mutually amicable code compliant alternatives.
- Performs field inspections during the progress of construction, repair, remodeling or erection of buildings to ensure compliance with commercial, residential, electrical, plumbing, and mechanical codes and issue appropriate permits.
- Provides zoning inspection and review and enforcement where necessary.
- Provides underground utility location assistance.

- Issues certificates of occupancy, provides data collection and entry, and manages projects as assigned.
- Performs other duties and responsibilities as may be assigned.

## Qualifications

### Education/Experience

High school graduate and 5 years' experience in building trades or municipal infrastructure construction.

### Licenses/Certifications

- Valid Iowa drivers' license.
- Possession of The International Code Council Residential (E1) and Residential (B1) Inspector certifications, or substantial equivalent experience, is required at the time of hire. Strong preference will be given to candidates who already hold these certifications or who can clearly demonstrate the ability to obtain them within twelve (12) months of hire.
- Shall possess or be able to obtain within two (2) years from the date of hire the International Code Council Commercial (E2) Electrical, and Commercial (B2) Building Inspector certifications.
- Additional certifications as required.

### Knowledge and Skills

- Knowledge of the materials and methods used in construction, construction process and the stages at which potential violations may be most readily observed and corrected.
- Knowledge of budget development and administration.
- Ability to communicate technical solutions to non-technical people effectively; perform arithmetic, algebraic and geometric calculations to review and analyze construction and basic engineering calculations; establish and maintain an effective working relationship with superiors, co-workers, and the public; and interpret plans, specifications, blueprints and contract documents.
- Ability to operate personal computer or related equipment and able to maintain clear and concise records and reports.

## Working Conditions and Physical Requirements

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area. Occasional exposure to extreme temperature, noise, vibration, mechanical, electrical, chemical or dust/fumes hazards.
- Light physical work exerting up to 20lbs of force frequently and/or a negligible amount of force constantly to move objects.
- Stand or sit; walk; use hands/fingers; climb; stoop, kneel, crouch; talk/hear; see; push or pull; reach; and repetitive motion.
- Must be able to traverse uneven terrain.
- Periodic exposure to dust, extreme temperatures, wet/humid conditions, noise, vibration, mechanical hazards, electrical hazards, burn hazards. May also experience confined spaces and poorly lit locations.

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### Employer

City of Grimes (IA)

### Address

410 SE Main St

Grimes, Iowa, 50111-2051

### Phone

5159863036

### Website

[www.grimesiowa.gov](http://www.grimesiowa.gov)