



**BUILDING INSPECTOR  
JOB DESCRIPTION**

Job Title: Building Inspector  
Department: Public Works  
Reports To: Director, Public Works  
Location: City Hall, 1040 Harley-Davidson Way  
FLSA Status: Non-exempt  
Classification: None (*This position is not collectively bargained – specialized knowledge*)  
Updated: Jan 2025

**POSITION OBJECTIVE:**

The Building Inspector is responsible for enforcing all laws and ordinances relating to the construction, alteration, removal, and/or demolition of all building and structures with the City, including temporary structures. The Building Inspector examines any and all plans, specifications, and applications for building permits and structures to be built within the City. The Building Inspector has the authority to issue or deny permits, order the removal of any existing building or structure which was unlawfully built or dangerous, as well as require specific testing and inspections in connection with the performance of construction work within the City. As such, the Building Inspector performs advanced technical building inspections, examines preliminary plans, and enforces building codes, regulations and ordinance for both residential and commercial construction. This position also issues occupancy permits. The Building Inspector is also responsible for Contractor Licensing, reviewing applications, taking payment, ensuring contractors are licensed and monitoring insurance compliance.

**EXAMPLES OF ESSENTIAL DUTIES:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Duties may include, but are not limited to the following:**

- Issue or deny all building related permits (calculating any applicable fees) for new construction, remodeling, demolition, and occupancy. Ensure that permit applications are reviewed by noon the first business day following application.
- Assistance to the City Engineer with regards to Floodplain / Floodway administration and FEMA compliance for all construction within City limits
- Inspect residential and commercial buildings during various stages of construction and remodeling
- Inspect existing residential and commercial structures for change of use, occupancy, or compliance with applicable codes and City ordinances
- Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, installations and a large variety of other complex and routine building system elements for both residential and commercial construction
- Ensure at least one in-progress inspection (or equivalent) is completed for each permit

- Document all inspections in Citizenserve and send inspection report to contractor upon completion
- Enforce compliance with applicable codes, ordinances and regulations, recommending modifications and adjustments as necessary
- Inspect previously occupied buildings, spaces or suites for code compliance
- Approve inspected areas for certificates of occupancy in accordance with codes and all applicable City ordinances
- Confer with architects, contractors, builders and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances
- Assess and identify potentially controversial or problematic projects or compliance concerns and inform Director, Planning & Permitting as well as the City Manager
- Take calls and answer questions about permits and code requirements
- Retrieve permit information from the computer; verify legal data including owners, tax records, and other data needed to issue permits
- Draft correspondence to property owners, developers, contractors, and builders regarding inspection status, compliance/non-compliance status of buildings or projects, violations, and any other concerns regarding the property, building, or project
- Maintain files and reports regarding inspection activities and findings on all active projects; Input inspection information into the City's permit tracking system (*currently Citizenserve*)
- License contractors eligible to do business within City limits, following departmental licensing procedures as well as any applicable City ordinances. Ensure that contractor license applications are reviewed by noon the first business day following application.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Perform Vendor Inspections during the City of Sturgis Motorcycle Rally
- Perform Tattoo Artist / Body Piercing Health Inspections during the City of Sturgis Motorcycle Rally
- Issue stop work orders as required
- Identify Code Enforcement violations and begin case in Citizenserve
- Oversee maintenance of assigned vehicle
- Attend the Planning Commission meeting as required
- Perform other duties as assigned

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **General (Education and/or Experiences):**

- High school diploma or GED
- 3-5 years of increasingly responsibility of construction and/or building inspection experience including one year of experience working with residential and commercial buildings

##### **Knowledge, Skills and Abilities:**

- Possess a comprehensive understanding of all City ordinances, especially Title 2, as well as the International Building Codes
- Able to work independently with little direct daily oversight
- Apply complex principles and techniques of building inspection
- Understand Residential and commercial construction, materials and methods of construction
- Apply safety standards and methods of building construction for commercial, industrial and residential buildings
- Apply all pertinent federal, state and local laws, codes and regulations
- Able to analyze building plans for existing and new structures for code compliance
- Possess good written and oral communication skills

- Apply to think critically
- Able to read and interpret complex building plans, specifications and building codes
- Able to communicate complex code and ordinance requirements into layman's terms for the understanding of the general public

**Required Certifications:**

- Must possess valid Driver's License with three year acceptable driving history
- Must obtain either International Code Council Residential Building Inspector certification or International Code Council Building Inspector certification within six months of employment.
  - o Both certifications are required within one year of employment

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job as listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to talk or hear in situations where there is background noise (i.e. equipment or traffic) and / or via telephone
- Regularly operate a motor vehicle
- Frequently communicate with persons face to face as well as via telephone and written correspondence
- Frequently lift and/or move up to 45 pounds
- Often required to stand, stoop, crouch, and walk, including in outdoor and construction environments and inclement weather
- Often walks (or is on feet) for extended periods of time
- Must have a normal tolerance of small or enclosed spaces
- Must have a normal tolerance for heights
- Must be able to climb a ladder (i.e. to access rooftops)
- Use hands to finger, handle, or feel
- Operate a computer (including Microsoft Office products) to write case reports, issue permits, and draft correspondence

**Other / Environmental:**

- This position regularly and frequently works in construction and outdoor environments, which
- Regular work in outside weather conditions, including wintery and/or humid conditions
- Occasional work with vibration
- Occasional work near moving mechanical parts
- Regular exposure to dirt
- Occasional exposure to fumes and airborne particles as well as toxic or caustic chemicals

**RELATIONSHIPS:**

The position shall be supervised by the Director, Public Works.

The following positions report to this position:

- None

This position interacts with the Planning Coordinator, Finance Office and Varius Public Works Divisions. This position also interacts very closely with the general public.