

Submit resume by going to [www.cityofwaterlooia.com](http://www.cityofwaterlooia.com) clicking on Job Openings, reviewing the Combination Inspector II description and following directions to submit cover letter and resume. **We will not accept mailed, faxed, hand-delivered or directly emailed resumes.** Deadline to submit resume is Noon on May 17, 2019.

**CIVIL SERVICE NOTICE  
CITY OF WATERLOO, IOWA  
OPEN EXAMINATION  
  
COMBINATION INSPECTOR II**

**DEPARTMENT** : **COMMUNITY PLANNING & DEVELOPMENT  
BUILDING INSPECTIONS**  
**WAGE** : **\$27.36 per hour with \$1.00 increase after 6 month probation  
Wage increase scheduled for 7/1/19**  
**FLSA** : **NON-EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **MUNICIPAL EMPLOYEES LOCAL #177**

**GENERAL STATEMENT OF DUTIES**

Skilled technical position, under the general direction of the Building Official responsible for performing onsite inspections to secure compliance with Black Hawk County and City of Waterloo ordinances and regulations governing the installation and repair of dwellings and the performance of code enforcement duties under the jurisdiction of the Building Inspections Division. No supervisory duties.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

These functions are considered essential for successful performance in this job classification.

1. Inspects new and existing electrical, building, electrical, plumbing, and HVAC installations in residential and commercial buildings for conformance with safety standards, laws and ordinances.
2. Checks work on required permits to see that building, plumbing, electrical and HVAC work complies with ordinances and regulations and recommends methods for improvement.
3. Follows up on code enforcement issues, dilapidated buildings, garages, investigates complaints, prepares reports and maintains records of work performed.
4. Assists with rental, Fats, Oils & Greases (FOG) and Foundation Drain Disconnect

- (FDD) inspections.
5. Assists and advises citizens and building contractors by answering questions concerning the installation and repair of electrical, plumbing, HVAC and other building or remodeling issues.
  6. Prioritizes and schedules time effectively with limited supervision.
  7. Uses independent judgment and decision-making skills to recognize and solve problems as they relate to City codes and ordinances.
  8. Maintains accurate and thorough records of work performed.
  9. Performs inspections as assigned by Building Official to include but not be limited to enforcement of International Building Code (IBC), International Residential Code (IRC), International

Mechanical Code (IMC), International Plumbing Code (IPC) and International Property Maintenance Code (IPMC).

10. Inspections may be performed outdoors in all types of weather extremes for extended periods of time; environment may be dry/dusty, slippery/wet, hot/cold, excessively noisy with limited visibility; mechanical and electrical hazards may be present; atmosphere may contain dust and fumes; inspections performed from flat surface roofs up to twenty-four (24) feet in the air; walking surface may be uneven with construction materials, debris or other obstructions.
11. Inspections often require stooping, kneeling, squatting, climbing or bending sometimes in cramped or difficult to navigate/reach areas.
12. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
13. Operates passenger type vehicle to drive to inspection sites to perform inspections and respond to code complaints.
14. Performs work of a repetitive nature and varied workload pace.
15. Works independently and with others with minimum supervision.
16. Regular attendance on the job and at the work site is required.
17. Performs all work duties and activities in accordance with City policies, procedures and OSHA and Building Inspections safety rules and regulations.
18. Performs all other duties as assigned by the Building Official.

**REQUIRED KNOWLEDGE & ABILITIES**

1. Considerable knowledge of standard practices, tools and terminology of all phases of construction trades.
2. Personal computer skills and ability to learn related software applications, enter and

retrieve information on a computer, organize information through use of a computerized database, develop computer-generated reports and update records; knowledge of Microsoft Office software including Microsoft Word, Excel, Publisher, PowerPoint and Outlook and ability to learn specialized software used for the City of Waterloo permit system.

3. Knowledge of occupational hazards and safety precautions necessary in inspection and code enforcement activities and ability to enforce safety precautions.
4. Ability to identify possible problems involved in building, plumbing, electrical and mechanical operations as they relate to permit applications.
5. Ability to consult with property owners and contractors and sufficient interpersonal skills to communicate tactfully orally and in writing in a clear, concise and easily understandable manner while performing inspection duties.
6. Ability to use independent judgment to recognize and effectively resolve sensitive enforcement disputes and make decisions and recommendations regarding enforcement of related municipal ordinances.
7. Ability to perform professional work, research and give reliable advice on a wide range of code enforcement matters.
8. Ability to understand and carry out written and verbal instructions and to respond appropriately to questions from supervisors, coworkers, contractors and the public.
9. Ability to complete assigned work without direct supervision.
10. Ability to maintain working relationships and interact respectfully with other City departments and employees, City officials, property owners and the public.
11. Ability to work with people from a broad variety of social, economic, racial, ethnic

and educational backgrounds.

### **ACCEPTABLE EXPERIENCE & TRAINING**

1. Bachelor's Degree in construction technology or closely related field with minimum three years experience in the construction trades and customer service

**OR**

Associate's Degree in construction technology or closely related field with minimum five years experience in the construction trades and one year in customer service

**OR**

High school graduate/G.E.D. with minimum ten years experience in the construction trades and two years in customer service

**OR**

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

2. Must obtain certification as Residential Inspector within six months of hire date and Residential Electrical Inspector within one year of hire date.
3. Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years,

three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; three or more at-fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

### **ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient communication skills that permits the employee to interact effectively with the public, coworkers and property owners. Uses hand-held radio and telephone as communication devices to maintain contact with office.
2. Sufficient hearing to understand and carry out instructions and to respond verbally to questions from supervisor, coworkers, property owners and the public.
3. Sufficient personal mobility that permits the employee to operate passenger vehicle (generally a small pickup truck) safely in all types of weather and a variety of road conditions and to inspect properties in all areas of the City.
4. Sufficient mobility that permits the employee to stoop, kneel, squat, climb or bend/crouch sometimes in cramped or difficult to reach areas when performing inspections.
5. Sufficient vision and depth perception to drive a passenger vehicle and inspect new and remodeled building projects to assure they meet applicable codes; sufficient color vision that permits the employee to identify colored indicator lights on electronic control panels, etc.

### **MISCELLANEOUS**

1. Must wear personal protective equipment such as safety shoes, safety glasses, hardhat and hearing protection as appropriate.

2. Following a conditional offer of employment, the City of Waterloo requires a physical examination including a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of this job classification.
3. The City of Waterloo reserves the right to conduct a background investigation including employment, education, certification and criminal history checks on any applicant being considered for this position.
4. Required to submit to and pass Civil Service examination procedures including oral interview testing.

### **WORK SCHEDULE**

Work schedule will generally be 7:30 a.m. - 4:00 p.m. Monday through Friday with ½ hour unpaid lunch. Work hours and days subject to change with appropriate notice per collective bargaining agreement. Limited overtime.

### **EXAMINATION INFORMATION**

Qualified applicants who apply by the deadline date will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination will be the individuals placed on the certified list. Applicants

who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability.

### **ORAL EXAMINATION DATE**

Qualified applicants who apply by the deadline date will be notified of the time, place and date of the examination.

**A.A./E.E.O.**

**Minority, female & disabled individuals are encouraged to apply.**

**[Click Here to Apply](#)**