

Lake Havasu City, Arizona

Class Description



Title: Combination Inspector/Plans Examiner
Department: Development Services
Division: Building
Grade: CP11

FLSA Status: Non-Exempt
Job Code: 212252180
Updated: 10/13/2025
Salary: \$31.91-\$46.27

General Definition of Work

Performs intermediate skilled technical work inspecting existing buildings and buildings under construction for compliance with State and local building codes and ordinances, performs commercial and residential building plan reviews interpreting and advising on codes, policies, and procedures, reviewing and interpreting building and structural construction documents and reports, performing site inspections, coordinating plan reviews with other City departments, maintaining records and files, preparing and/or reviewing reports, and related work as apparent or assigned. Work is performed under the general direction of the Building Official.

Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Building Inspector

Performs inspections of various phases of residential, industrial, and commercial building construction for compliance with the various building codes; field checks of electrical, plumbing, and mechanical installations for proper installation and use of materials to ensure code compliance; inspects construction of masonry retaining walls for compliance to site plans and structural design.

Advises and interprets codes to laymen, contractors, and architects, and others as required.

Investigates alleged building, electrical, plumbing, mechanical, or accessibility issues using knowledge of various codes and processes to ensure that minimum code standards are met; issues stop work orders as needed.

Inspects damaged or dilapidated buildings for safety; assesses the extent of damage and necessary permits required for repair and/or reconstruction.

Inspects existing buildings for change of use of occupancy for compliance with applicable codes and ordinances.

Maintains records of inspections of all phases of construction, and inputs inspection results.

Reviews and approves reports submitted by testing agencies, engineers, and architects.

Receives phone calls, and answers questions about inspection schedules, code requirements, and municipal code requirements.

Testifies in Court as an expert witness when criminal citations are issued for code violations.

Performs other duties as assigned.

Plans Examiner

Examines plans and specifications for commercial, industrial, multi-family projects, residential single-family homes, duplexes, and townhouses to determine compliance with the provisions of the City's building, mechanical, electrical, and plumbing codes and accessibility ordinances.

Identifies defects or inadequacies; prepares plan check correction reports and requires that plan corrections be made to meet the requirements of applicable City codes.

Provides technical assistance related to City Codes to homeowners, real estate agents, drafters, architects, and engineers through communication at the Permit Counter, emails, and telephone calls.

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Confers with architects, engineers, contractors, and owners on proposed projects to resolve problems; provides technical information and recommendations during plan review of requests to use alternate materials or modifications to code provisions.

Examines plans and specifications for projects at the Permit Counter to determine if the submittal is complete enough to conduct a plan review.

Evaluates test reports and calculations such as truss reports, structural calculations, electrical load calculations, soil analysis reports, etc.

Approves plans if applicable; calculates all permit fees; enters into permitting system and prepares a complete package for Customer Service Specialists.

Conducts field inspections to determine engineering integrity or proper installation of unusual designs, materials, and equipment and coordinates solutions and requirements with building inspectors.

Ability to attend, as needed, commercial, industrial, and multi-family pre-application meetings with owners, developers, architects, and engineers to explain the submittal process; answers technical questions and provides feedback for City code compliance.

Performs other duties as assigned.

Operates and maintains motor vehicles or other work-related equipment requiring a valid driver's license.

Minimum Qualifications

Associate/Technical degree with coursework in building construction or related field and moderate experience in building inspection, building construction, and building safety plan review/inspections or equivalent combination of education and experience.

Special Qualifications

Possession of Residential or Commercial Building Inspector Certification issued by the International Code Council (ICC) at hire.

Possession of Residential or Commercial Building Plans Examiner Certification issued by the International Code Council (ICC) at hire.

Fire Inspector I Certification issued by the International Code Council (ICC) is preferred.

Must meet and maintain all training and education requirements for the position.

Valid Driver's License of the appropriate class.

Knowledge, Skills & Abilities

Thorough knowledge of the application of laws, rules and regulations, policies and procedures relating to building inspections and construction; thorough knowledge of municipal land use, development ordinances, real estate development, subdivision regulations, building codes, other construction-related ordinances, and other related City rules and procedures; thorough knowledge of planning disciplines; general knowledge of theory, principals, and practices of community development

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in planning and technical writing; skill in building and housing inspections and making appropriate recommendations; skill in analytical, quantitative, problem-solving, organization, and time-management; skill in preparing reports and general correspondence; skill in data gathering, analysis and compilation technique for report preparation; skill in dispute resolution.

Ability to understand, interpret, explain and apply policies and procedures; ability to communicate effectively orally and in writing; ability to exercise sound judgment in analyzing situations and in reaching decisions quickly; ability to deal effectively with people from diverse backgrounds; ability to drive safely under various

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traffic road and weather conditions in carrying out daily inspection schedules over a wide geographical area; ability to conduct a high volume of inspections efficiently and effectively; ability to conduct thorough inspections, accurately document conditions that do not meet standards, and prepare clear and concise reports; ability to use acute observational skills to identify dwelling unit problems which others have attempted to hide; ability to read maps and locate streets and addresses quickly and efficiently; ability to manage a high volume of on-site interactions and demonstrate tact and sensitivity to issues involved; ability to establish and maintain effective working relationships with associates, supervisors, property owners, contractors, business and community leaders, elected officials, vendors, regulatory agencies, other departments, engineers, architects, specialized inspectors, real estate agents, drafters, and the general public.

Working Conditions

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and sitting and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to extreme heat (non-weather) and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles and exposure to the risk of electrical shock; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant) or generally in a moderately noisy location (e.g. business office, light traffic).
