

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

## **BUILDING/MANUFACTURED HOUSING INSPECTOR**

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### **DEFINITION**

Inspects the construction of residential and commercial buildings to ensure compliance with the State Building Code and/or inspects the fabrication and/or installation of manufactured housing within the state; resolves consumer complaints; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

### **WORK EXAMPLES**

Inspects buildings during construction to determine compliance with the Iowa State Building Code.

Meets with building contractors, architects, engineers, public officials and others to explain and discuss building code requirements and State Administrative Rules.

Monitors and inspects factory built structures while under construction and after delivery to dealer lots to ensure compliance with state and federal codes and standards.

Inspects the installation of factory built structures to include site preparation, support structures and proper anchoring.

Assists in the state certification program for factory built structure installers including the delivery of technical training to new installers.

Receives and investigates consumer complaints on the manufacture and installation of factory built structures.

Participates in the mediation and arbitration of consumer complaints against manufacturers, retailers and installers.

Prepares technical records and reports to document inspections, investigations and consumer complaints.

### **COMPETENCIES REQUIRED**

Knowledge of the various construction codes which comprise the Iowa State Building Code.

Ability to read, interpret and understand construction plans and specifications.

Knowledge of state and federal standards and rules related to manufactured housing.

Ability to review, inspect and analyze manufactured housing/factory built structures to detect deficiencies in construction and installation and recommend solutions.

Ability to walk, stand, bend over, crawl in confined spaces, climb a ladder, lift 50 pounds and walk on roofs.

Ability to use basic construction tools, i.e., tape measures, levels, hammers, etc.

Ability to operate computer equipment to maintain records and transmit information.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited area college with an Associates Degree in Civil Engineering, Manufacturing Technology, Industrial Electrical-Mechanical Technology or closely related field, and one year of full-time experience inspecting residential and/or commercial buildings; fabricating, installing or servicing manufactured housing units;

OR

an equivalent combination of experience and education substituting one year of the required full-time experience for each 30 semester hours of the required education;

OR

certification by the International Code Council as a building inspector in any of the following categories: commercial building inspector, electrical inspector, mechanical inspector, plumbing inspector, residential combination inspector, commercial combination inspector, or combination plans examiner and two years of full-time experience in the above areas.

**NECESSARY SPECIAL REQUIREMENTS**

Must possess a valid driver's license.

Within six (6) months of employment, the employee must obtain certification by the International Code Council as a Commercial Building Inspector, or equivalent certification as approved by the State Building Code Commissioner. This certification must be maintained by an employee in this classification throughout the period of employment with the Department of Public Safety.

**NOTE**

The employee must be able to pass a thorough background investigation conducted by the Department of Public Safety.

Effective Date: 04/10 DDF