



Example of Building Inspector Job Description

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Our innovative and growing company is looking for a building inspector. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for building inspector

- To actively seek new business, provide quotations to building managers for such and to secure contracts for the business
- To work with the business manager to grow the IQP business on a local and National basis
- To ensure all work is completed, reports / certificates issued are correct and invoices issued in a timely manner
- To work with the business manager to maximise business returns whilst minimising exposure and risk for the company
- Undertake all other relevant work requests relevant to your position
- Daily walk-throughs of the buildings to inspect various units to ensure the quality is up to local and federal code in addition to Related's quality expectations and standards
- Use a customer first attitude in dealing with all resident maintenance issues and ensure work orders are completed in a timely manner
- Will work in collaboration with the maintenance department by creating work orders or service requests for items needing attention
- Create and execute a daily inspection schedule for occupied units for lease compliance and housing rules
- Responsible for projects or tasks assigned by either the Customer Service Manager or General Manager

Qualifications for building inspector

- Some office work, mostly field inspections with full exposure to the elements on projects controlled by OSHA
- Valid state driver license required
- Familiarity with the Hansen software system preferred
- Knowledge of sheet metal requirements
- Diploma from technical institute or equivalent in an appropriate discipline with at least 7 years of relevant post-qualification experience, OR
- At least 4 years of appropriate experience as ABSI in a Government or quasi-Government project