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Building Inspector/Building Plan Reviewer

JOB CODE	JOB FAMILY	PROFILE
JCV505	**Planning, Development & Protection**	**Building Inspector/Building Plan Reviewer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**July 23, 2026**

The Building Inspector performs assignments directly related to the preparation of gaining full understanding and experience of building code inspections and plan reviews. Assure compliance with applicable state and local regulations. Enforce building and safety codes, laws, regulations, and standards.

FUNCTIONAL AREA

BUILDING PLAN REVIEWER

The Building Plan Reviewer performs plan review work including providing customers with general code information, guidance and plan submittal criteria. Evaluate permit applications for compliance with applicable state and local safety codes, laws, regulations, standards and plan requirements.

Job Description

DUTIES AND RESPONSIBILITIES

- Reviews plans and specifications of projects to gain familiarity with projects prior to inspection for compliance with Bernalillo County Building Ordinance, (BCBO) under State and National certified discipline(s) (i.e. building, electrical, plumbing, and mechanical) in a timely and efficient manner.
- Under the guidance of senior staff, performs field inspections to examine and evaluate the work performed and materials used for residential and light commercial building construction for compliance with BCBO under State and National certified discipline(s) (i.e. building, electrical, plumbing, and mechanical) in a timely and efficient manner.

- Under the guidance of senior staff, may respond to questions from engineers, architects, contractors, and property owners as well as the general public concerning the BCBO and appropriate discipline.
- Under the guidance of senior staff and as directed, issue "stop work" notices, correction notices, and report inspection findings to the supervisor.
- Prepare reports on inspections and maintain files on related documents.
- Maintain permit / inspection report file system, write reports, and keep records for statistical reports.
- Perform other entry level duties and responsibilities as it relates to becoming fully proficient in the building code/plan review function which includes but is not limited to; scanning plan reviews, database entries, and maintain currency of pertinent code regulations.
- Consult with property owners, contractors, and the public interpreting and explaining rules, regulations, ordinance, and standards.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- Any one position may not include all duties listed. However, the allocation of positions will be determined by the amount of time spent performing the essential duties listed above.
- May handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

FUNCTIONAL AREA

BUILDING PLAN REVIEWER

- Examines plans and specifications on residential and commercial building construction to determine compliance with Bernalillo County Building Ordinance, (BCBO) under State and National certified discipline(s) (i.e. building, electrical, plumbing, and mechanical).
- Meet with engineers, architects, contractors, property owners and public regarding plan review related inquiries and corrections.
- Consult at permitting/front counter with property owners, contractors, and the public interpreting and explaining rules, regulations, ordinance, and standards.
- Provide technical guidance and coverage within building code/plan review section.
- Prepare reports and maintain files in accordance with departmental standards.
- May handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

BUILDING INSPECTOR

High school diploma or GED.

Must have five (5) years foreman level experience in general construction.

Must have International Code Council certified building inspector certification or obtain within nine (9) months from date of hire.

Must be a State of New Mexico certified inspector for the individual's primary discipline (i.e. building, electrical, plumbing and mechanical) or obtain within nine (9) months from date of hire.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

BUILDING PLAN REVIEWER

High School Diploma or GED

Must have five (5) years of recent work experience in the fields of general building construction, building inspection, plan review and/or architectural design.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

ELECTRICAL

High school diploma or GED.

Must have five (5) years journeyman level experience in electrical construction.

Must have International Code Council certified building inspector certification or obtain within nine (9) months from date of hire.

Must be a State of New Mexico certified inspector for the individual's primary discipline (i.e. building, electrical, plumbing and mechanical) or obtain within nine (9) months from date of hire.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

PLUMBING AND MECHANICAL

High school diploma or GED.

Must have five (5) years journeyman level experience in plumbing and mechanical construction.

Must have International Association of Plumbing and Mechanical Officials certified inspector certification or obtain within nine (9) months from date of hire.

Must be a State of New Mexico certified inspector for the individual's primary discipline (i.e. building, electrical, plumbing and mechanical) or obtain within nine (9) months from date of hire.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

BUILDING PLAN REVIEWER

Possession of International Code Conference building plans examiner B3 certification preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- For all functional areas except Building Plan Reviewer - Obtain certification from the State of New Mexico, Regulation and Licensing Department, Construction Industries Division within nine (9) months of hire and maintain certification while employed.

WORKING CONDITIONS

- Duties are performed both indoors and outdoors.
- Indoor work occurs in temperature-controlled or non-temperature-controlled environments on even surfaces such as tile, carpet, or concrete.
- Outdoor work may involve exposure to natural weather conditions such as heat, cold, rain, snow, and wind. Surfaces may be wet or dry, and either even or uneven (e.g., concrete, asphalt, gravel, dirt, or rooftops).
- Duties may require climbing ladders or scaffolding and navigating active construction sites or unfinished structures.
- Workers may be exposed to dust, fumes, odors, gases, poor ventilation, noise, vibration, or loose animals.
- Physical demands may include walking, standing, lifting, bending, and climbing for extended periods.

BUILDING PLAN REVIEWER

Duties are performed exclusively indoors in a temperature-controlled environment.

Work occurs on even surfaces such as tile, carpet, or concrete.

Position is not routinely exposed to outdoor conditions or physical hazards related to fieldwork.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses standard office equipment such as computers, printers, copiers, phones, and other communication devices.
- May use field-related tools such as field laptops, hard hats, gloves, tape measures, architectural scales, cameras, and construction documents.
- Operates a county vehicle for field visits and inspections, as required.

BUILDING PLAN REVIEWER

Uses standard office equipment such as computers, printers, copiers, phones, and other communication devices.

Uses tools related to plan review such as laptops, construction documents, books, architectural scales, and files.

County vehicle use is not routinely required.