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Building Inspector/Plan Reviewer Lead

JOB CODE	JOB FAMILY	PROFILE
JCV702	**Planning, Development & Protection**	**Building Inspector/Plan Reviewer Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$29.49 - $46.57**	**October 19, 2026**

The Building Inspector/Plan Reviewer Lead provides daily technical guidance to lower-level inspectors and reviewers to ensure compliance with all applicable state and local codes, safety standards, and regulations. Performs plan reviews and inspections ranging from moderate to highly complex in nature. Coordinates multiple functions and projects at various stages of completion.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides daily technical leadership to Building Code Inspectors/Plan Reviewers to ensure compliance with state and local codes, safety standards, laws, and regulations.
- Assists the Certified Building Official with daily operations related to residential construction across multiple disciplines and serves as the lead reviewer for commercial construction in your primary discipline.
- Reviews moderate to highly complex residential and commercial building plans and specifications to verify compliance with the Bernalillo County Building Ordinance (BCBO) and applicable building, electrical, plumbing, and mechanical codes. Conducts field inspections that require coordination and addresses complex or atypical issues.
- Works directly with property owners, contractors, and the public to interpret and explain rules, ordinances, and codes. Conducts code research and recommends alternative solutions when needed.
- Participates in reviewing and developing departmental procedures and process improvements.

- Attends and actively participates in local and state advisory committees.
- Develops and leads internal training workshops for staff.
- Responds to legal inquiries and may serve as a technical expert in court proceedings.
- Prepares inspection reports and maintains supporting documentation and records.
- Serves as system administrator for the inspection/plan review database, including data entry, audits, oversight, and creation of ad hoc reports.
- Coordinates special projects and performs other duties as assigned.
- Maintains confidentiality of sensitive records, documents, plans, and decisions.
- ***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

FUNCTIONAL AREA

BUILDING

High school diploma or GED.

Must have nine (9) 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.

ELECTRICAL

High school diploma or GED.

Must have nine (9) 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/MECHANICAL

High school diploma or GED.

Must have nine (9) years journeyman level experience in plumping and mechanical construction.

Must have International Association of Plumping 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

ADDITIONAL REQUIREMENTS

BUILDING

Must possess or obtain an International Code Conference (ICC) Certified Building Inspector Certification within nine (9) months from date of hire.

ELECTRICAL

Must possess or obtain an International Code Conference (ICC) Certified Electrical Inspector Certification within nine (9) months from date of hire.

PLUMBING/MECHANICAL

Must possess or obtain an International Association of Plumbing Mechanical Officials (IAPMO) Plumbing and Mechanical Certifications within nine (9) months from date of hire.

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.
- Employee must remain certified as a State and National Inspector in all required disciplines, i.e. Building, Electrical, Plumbing and Mechanical, while employed in this position.

- Employee must be able to perform the physical demands required for fieldwork.

WORKING CONDITIONS

- Duties are performed both indoors and outdoors.
- Worker is exposed to occasional vibration and noise factors while performing building inspection duties at construction sites.
- Indoor duties are performed on even surfaces, which may be carpet, tile, or concrete, and may be either wet or dry.
- Outdoor duties may be either wet or dry.
- Outdoor duties may be performed on even or uneven surfaces, which may be wet or dry.
- Outdoor duties may be performed on surfaces such as concrete, asphalt, natural ground, ice, snow, gravel, or shingled roofs. Stairs, ladders, and scaffolding are used in the performance of outdoor duties.
- Worker may be exposed to fumes, odors, dust, mists, gases and poor ventilation in performance of essential duties.
- Work hazards, or potential hazards, include working in heights and around active construction sites and scaffolding.
- Other hazards include exposure to unrestrained animals.

EQUIPMENT, TOOLS, AND MATERIALS

- Worker uses a variety of office machines, including a main frame computer, Xerox copiers, and other office machines, communication devices.
- Worker uses a wide variety of work aids, including construction documents, plans, books, binders and files, hard-hat, gloves, tape measure, architectural scales, and camera.
- County vehicles are used on an as needed basis.