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Building Inspector/Plan Reviewer Senior

JOB CODE	JOB FAMILY	PROFILE
JCV603	**Planning, Development & Protection**	**Building Inspector/Plan Reviewer Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**October 19, 2026**

The Building Inspector/Plan Reviewer Senior performs plan review work and provides customers with general code information, guidance, and plan submittal criteria. Evaluates permit applications to determine whether code and plan submittal criteria comply with applicable state and local regulations, safety codes, laws, and standards. Performs field inspections in accordance with the permitting process to ensure compliance with applicable codes, regulations, and ordinances related to the relevant trade discipline.

Job Description

DUTIES AND RESPONSIBILITIES

- Examines residential and commercial building plans and specifications to determine compliance with the Bernalillo County Building Ordinance (BCBO), under state and national certified disciplines (e.g., building, electrical, plumbing, and mechanical), in a timely and efficient manner.
- Meets with engineers, architects, contractors, property owners, and the general public to discuss plan specifications, inquiries, and corrections.
- Consults at the permitting/front counter to interpret and explain rules, regulations, ordinances, and standards to property owners, contractors, and the public.
- Performs field inspections of residential and commercial building construction in accordance with departmental deadlines and standards to evaluate work performed and materials used for compliance with BCBO. Documents, reports, and enters inspection findings.

- Investigates complaints of code violations and recommends appropriate corrective or enforcement actions, which may include issuing stop-work orders, canceling permits, and reinvestigating to verify compliance.
- Provides technical guidance and coverage within the building code/plan review section.
- Prepares reports and maintains records in accordance with departmental standards.
- Assists the Building Official with daily activities related to the appropriate discipline, including scheduling, reporting, and code interpretation.
- Coordinates special projects or high-profile assignments as needed.
- Handles sensitive and confidential records, plans, documents, or decisions while maintaining confidentiality as required.
- ***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 six (6) 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 six (6) 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 six (6) 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

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 while employed in this position.

WORKING CONDITIONS

- Duties are performed both indoors and outdoors.
- Indoor duties are performed in both temperature-controlled and non-temperature-controlled environments. Worker is exposed to natural weather conditions, which may be severe, while performing duties 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

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Worker uses a wide variety of work aids, including a field laptop, department issued cell phone, construction documents, books, binders and files, hard hat, gloves, tape measure, architectural scales, and camera.
- Operate County vehicle for field work purposes.