



614 5th STREET, P.O. BOX 369
PERU, NE 68421

CITY OF PERU

PERUNEBRASKA.ORG

PHONE: (402) 872-6685

cityclerkcityofperu@gmail.com

City Building Inspector

Department: Building Inspector

Reports to: Deputy City Clerk

Employment Type: Part-time

Location: Peru, NE

Pay: Starts at \$22.00/hour. Depending on experience.

Starting date: June or July 2026

DESCRIPTION:

The City Building Inspector critical hands-on position for the City of Peru. This position is responsible for enforcing compliance with local building codes, zoning regulations, and safety standards for residential, commercial, and public structures within the city limits. Work is performed with considerable technical independence following policies, procedures, statutes, and ordinances. Supervision is received from the Deputy City Clerk.

ESSENTIAL FUNCTIONS:

- Inspects all construction of new and existing structures and ensures compliance with building codes, zoning ordinances, and safety regulations.
- Reviews building plans, permits, and specifications to verify compliance with applicable codes and standards.
- Issues building and construction permits.
- Inspects existing structures to ensure compliance with applicable codes and standards and issues notices of violation and collaborates with property owners to resolve compliance issues.
- Recommends nuisance abatements for unsafe and noncompliant structures and properties to the Board of Health and City Council.
- Maintains accurate records of inspections, violations, and corrective actions.
- Provides guidance and information to contractors, builders, and property owners regarding building codes, permits, and inspection processes.
- Collaborates with property owners and outside interests with zoning regulations and recommends any changes to the Planning and Zoning Commission and City Council.
- Collaborates with other departments including the City Clerk's Office and the Maintenance Department to ensure cohesive enforcement of regulations.
- Prepares materials for presentation to relevant committees and commissions including the Board of Health and Planning and Zoning Commission.



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- Attends Board of Health and Planning and Zoning Commission meetings as well as City Council meetings as required (if possible).
 - Stays up to date with changes in building codes, zoning laws, and inspection techniques.
 - Performs other related duties as assigned by the Planning and Zoning Commission, Board of Health, or supervisor.

REQUIRED QUALIFICATIONS:

- Valid driver's license and reliable transportation.
- Must have a reliable cell phone.
- Must be at least 19 years of age at the time of hire.
- Must submit to a background check and be able to pass a drug and alcohol screening.
- Able to be insured by the city to drive government vehicles
- A high school diploma or equivalent. And any related experience.
- Knowledge of local and state building codes and zoning regulations.
- Possess general computer and technical proficiency especially with Microsoft Office, email, spreadsheets, and other appropriate programs.
- A strong attention to detail and the ability to interpret construction plans and blueprints.
- Strong problem solving and adaptability skills.
- Excellent communication and collaborative skills with a demonstrated ability to interact professionally with the public, contractors, and other city staff.
- A strong ability to work independently, manage time effectively, be a self-starter, and meet deadlines.

PREFERRED QUALIFICATIONS:

- Two (2) years' experience in construction, building inspection, or related field preferred.
- Qualification and experience in code enforcement is **highly** preferred.
- Certification as a Building Inspector (ICC, ICBO or equivalent) is highly preferred
- Extensive knowledge of methods, materials, and equipment used in construction is preferred.

TYPICAL WORKING CONDITIONS:

Work is generally performed indoors and outdoors as needed.

The applicant must have the ability to transport themselves to and from various locations throughout the city. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, noise and inclement weather conditions.

Must be able to climb ladders, walk on uneven surfaces, and navigate construction sites.



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APPLICATIONS:

Interested candidates should submit a resume, cover letter, and three references to:

Via mail:

Peru City Hall
ATTN: City Clerk
PO BOX 369
Peru, NE 68421.

Or via email: cityclerk@perunehbraska.org

Applications will be considered on a rolling basis and will be accepted until June 1st.

*** The City of Peru provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, or local laws. ***