



Building Inspector I/II

Summary

Perform technical construction and other inspection work. Interpret and enforce structural, mechanical, electrical, plumbing, and related codes and regulations. Regulate new residential and commercial building construction, including remodeling, and repair work; assist in the review of building plans and specifications.

Class Characteristics

General supervision is provided by the Chief Building Official; responsibilities may include the indirect supervision of support staff.

Building Inspector I

This is the entry-level class of the Building Inspector I/II. Initially, under close supervision, incumbents will perform inspections of structural components and specialty craft areas, such as mechanical, electrical, and plumbing. Incumbents will learn City policies and procedures and specific techniques and methods for jurisdictional building inspection work. This class is alternately staffed with Building Inspector II personnel. Incumbents may advance to the higher level position after gaining experience and demonstrating proficiency, which meet the qualifications of the higher-level class.

Building Inspector II

This is the journey level class of the Building Inspector I/II. Incumbents are fully competent and expected to perform combination inspections involving all of the specialty areas outlined under Building Inspector I. Incumbents exercise independent judgment and make sound recommendations based on inspection findings.

This class is distinguished from the Chief Building Official in that the latter has division level supervisory responsibility for building inspection activities.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Inspect construction projects at various stages of completion for compliance with all pertinent state laws, local codes, regulations, and ordinances. Check grading at construction sites for compliance with regulations.

Interact with architects, engineers, developers, general contractors, and property owners on matters pertaining to codes and regulations.

Review building plans prior to plan checking and plan check building permit application drawings as required.

Advise property owners and contractors on matters relevant to construction and repair methods and materials.

Issue building permits; answer questions regarding building regulations at the public counter, via e-mail, and on the telephone; produce clear and precise correction notices pursuant to job-site field inspections.

Prepare detailed reports on building conditions and violations; issue citations as required.

Maintain and review current inspection files; check for permits and noncompliance for all alterations, major repairs, and additions to buildings.

Investigate and resolve complaints and problems, review plans for construction, make final inspections to clear permits. Receive and investigate violations of the building codes and complaints on health and safety hazards.

Input data into the Department's computer system for the tracking of permit issuance and progress.

Enforce the maintenance of safety, fire, and panic regulations; coordinate with fire prevention personnel to enforce the maintenance of life safety regulations; assist in the preparation of cases for legal action.

Perform related duties as assigned.

Skills/Abilities:

Perform thorough and accurate inspections of residential and commercial construction, alteration or repair projects; enforce a wide range of building and related codes and regulations.

Interpret and apply complex codes and regulations; read and interpret plans, specifications, and detect deviations from approved plans.

Exercise sound independent judgment within established procedural guidelines.

Maintain accurate records and prepare clear and concise reports, correspondence, and other written materials using a computer.

Effectively research information and records on the Department's computer system.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk and hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to climb tall ladders and walk on uneven roof surfaces. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and methods used in building construction, including plumbing/electrical/mechanical systems structural components including foundations and building envelope, CalGreen requirements, and others.

Building inspection practices and methods, including techniques for dealing with the public in stressful situations.

Standard office and record keeping practices.

Minor specialized test equipment.

Specific codes and laws regulating plumbing, electrical, mechanical, or building components as specified within the California Building, Residential, Plumbing, Mechanical, Electrical, and CalGreen codes.

Appropriate safety and fire prevention methods in construction.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Building Inspector I/II

Education:

Equivalent to graduation from high school.

Building Inspector I

Experience:

One or more years of experience performing work in the building trades of plumbing, electrical, mechanical, foundations, and/or remodeling work. Experience performing building inspections is highly desirable.

Building Inspector II

Experience:

Two or more years of experience performing journey level work in the building trades, with at least one year of experience performing duties comparable to a Building Inspector.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

Building Inspector I

Possession of or the ability to acquire within one year of hire, a Building Inspector certification from the International Code Council (ICC) or comparable state, national, or international association, as required by state law (Health & Safety Code section 18949.28.(a)). Additional certifications in Plumbing, Mechanical, Electrical or Combination inspection are highly desirable.

Building Inspector II

Building Inspector certification from the International Code Council (ICC) or comparable state, national, or international association, as required by state law (Health & Safety Code section 18949.28. (a)). Additional certifications in Plumbing, Mechanical, Electrical or Combination inspection are highly desirable.

Revised: 02/07/11
Resolution: 2011-019 N.C.S
Established: 03/90
Resolution#: 90-147 N.C.S.
Reformatted: 06/30/06
Department: City Manager/Building Services Division
FLSA Status: Non-exempt