



Position Description

BUILDING INSPECTOR I / II

DEFINITION

Performs a variety of routine and complex technical work in building inspection to ensure that the California Building Codes and other related codes and standards are met. This is a Fair Labor Standards Act (FLSA) non-exempt position.

DISTINGUISHING CHARACTERISTICS

Building Inspector I: This is an entry-level class in the Building Inspector series that allows the employee to develop journey-level knowledge and skills. Initially, under immediate supervision, employees perform inspections of more routine nature and learn City policies and specific methods and techniques of work. Employees may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

Building Inspector II: This is a journey level class responsible for performing the full scope of assigned duties. Employees are considered skilled in performing a broad range of inspections, including for building, mechanical, electrical and plumbing. The work requires independence and discretion in working with the public and in conducting field inspections. Positions in this class are typically filled by advancement from Building Inspector I level.

SUPERVISION RECEIVED

Receives immediate supervision and training from the Chief Building Official or designee.

SUPERVISION EXERCISED

Building Inspector I: None generally.

Building Inspector II may provide operational and technical guidance to Building Inspector I.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Performs the full array of duties assigned to classes in the Building Inspector series, including office and field work involving inspection, code compliance, and permit issuance.

Establishes positive working relationships with representatives of community organizations, state/local agencies, City staff, and the public.

Conducts periodic residential and commercial field inspections before and during construction, remodeling or repair; ensures compliance with building and related codes and regulations; checks the safety of construction and installation practices; inspects the quality of materials and methods of construction for footings and foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, pools and spas, masonry, electrical, plumbing and other construction work; makes final inspections to sign off on permits.

Reviews building plans to ensure that specifications are in compliance with established State codes and Local ordinances.

Interprets codes and regulations; explains required inspections, construction requirements, and advises on matters related to building permits as it pertains to owners, architects, engineers, contractors and the public; investigates and resolves building and related complaints; maintains records and files of inspections made and actions taken.

Enforces building related codes, including the Uniform Housing Code (Legacy), California Building Code Series – Plumbing, Electrical, Fire, Mechanical , and other appropriate local codes.

Issues correction notices, administrative citations, and other notices as needed.

Performs on-site inspections for compliance with the above referenced code(s).

Maintains records of building and inspection activity, and completes related reports; issues certificates and permits as appropriate.

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance; responds to complex and sensitive building issues.

Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing; maintains records and documents of customer service issues and resolutions.

Performs related duties as assigned.

PERIPHERAL DUTIES

Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.

Develops educational material for distribution to the public.

Assists the Board of Appeals, as needed, and providing required information.

Reviews proposed subdivisions for code compliance.

Performs the duties of a plans examiner, as needed.

May serve on employee committees.

Represents the City at professional meetings, conferences, trainings and other events as directed.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and methods used in various building construction areas, which may include residential building, mechanical, electrical and/or plumbing; operational characteristics and use of standard equipment used in building inspection and the building trades; building and construction standards and materials; construction materials and testing procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including construction code manuals and specifications; standard office procedures, practices and equipment; office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; and occupational hazards and standard safety procedures.

Ability to:

Work effectively with contractors, developers, architects, engineers, owners, and the general public; read and understand complicated plans and blueprints; communicate effectively orally and in writing; make sound decisions within established guidelines; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations; analyze complex issues, and develop and implement appropriate responses; facilitate appropriate corrective action from property owners regarding violations; read and interpret maps, sketches, drawings, specifications and technical manuals; manage and operate office computer and variety of word processing and software applications, including permit tracking systems.

EDUCATION AND EXPERIENCE

Building Inspector I

Graduation from high school or equivalent, plus two (2) years of experience in general construction or related fields or two (2) years of experience in municipal or jurisdictional building inspection experience, or a combination of both.

Building Inspector II

Graduation from high school or equivalent, plus (5) years of experience in the capacity of Building Inspector I.

Possession of an AA/AS degree from an accredited college in Building Inspection or Construction Technology preferred for a Building Inspector I/II.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California driver's license.

Building Inspector I

Possession of a minimum of one (1) Legacy International Conference of Building Officials (ICBO) or International Code Council (ICC) Certification in Residential Building, Plumbing, Electrical or Mechanical; a combination of certificates preferred.

Building Inspector II

Possession of minimum five (5) Legacy International Conference of Building Officials (ICBO) or International Code Council (ICC) Certifications in Building, Mechanical, Electrical, Plumbing, Combination and or other approved certifications as determined by the Chief Building Official.

TOOLS AND EQUIPMENT USED

Computer; word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone, including cellular phone; ladder or scaffolding; tape measure.

PHYSICAL DEMANDS

The physical 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 disabilities to perform the essential functions.

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles; sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, talk and hear, step up 2 feet on a landing, step down 2 feet off a landing, walk a 12-inch wide plank; walk over uneven surfaces; exposure to outside elements and confined work spaces, electrical hazards, chemicals, dust and mechanical hazards

associated with construction; manual and physical dexterity to operate phone, computer keyboard, office equipment, and to climb ladders and scaffolding. Hand-eye coordination is necessary to operate computers and various pieces of office equipment

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office settings and in the field. Outdoor work is required in the inspection of various land use developments and construction sites. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid, dirty and muddy conditions, or airborne particles. The employee may have to crawl under structures in order to perform inspections.

The noise level in the work environment is usually quiet in the office and may be moderate to loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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