



Position Description

BUILDING INSPECTOR

DEFINITION

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

SUPERVISION RECEIVED

Works under the general supervision of the Chief Building Official.

SUPERVISION EXERCISED

None generally. May exercise supervision over part-time, temporary or other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Enforces building related codes, including the International Building Code, California Building Code Series, Uniform Housing Code, International Plumbing Code, International Electrical Code, International Fire Code, Uniform Abatement of Dangerous Buildings Code, and other appropriate local codes.

Issues correction notices and citations.

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.

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.

Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.

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:

International and California Building and related construction codes; and construction techniques, office practices, methods and equipment, including a computer and applicable software; occupational hazards and standard safety procedures; zoning and land use applications.

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.

EDUCATION AND EXPERIENCE

Graduation from high school or equivalent, and four (4) years of experience in general construction or related fields; or possession of an AA/AS degree from an accredited

college in Building Inspection, Construction Technology, or related degree and two (2) years of experience in general construction and related fields; or graduation from high school or equivalent and two (2) years previous municipal building inspection experience.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California driver's license. Possession of at least one or more International Code Council (ICC) or other nationally recognized certifications.

TOOLS AND EQUIPMENT USED

Personal computer, including 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" 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 and office equipment. 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. However, outdoor work is required in the inspection of various land use developments, 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 buildings 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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Resolution Number: 2010-42

Revision History: Prior version effective May 12, 1997, Resolution Number 1997-26