



CLASSIFICATION SPECIFICATION BUILDING INSPECTOR

JOB SUMMARY:

Under general supervision of the Building Official, the Building Inspector performs field inspections of residential, commercial, and industrial buildings and structures to ensure compliance with federal, state, and local building, electrical, plumbing, mechanical, and zoning codes and ordinances; maintains daily inspection logs and records of complaints; reviews and interprets plans and specifications; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Building Inspector is responsible for handling complex inspections of buildings to ensure compliance with regulations and to determine the safety of structural, electrical, plumbing, and mechanical systems. This class differs from a Building Official due the level of experience required, complexity of work performed, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Performs inspections of various phases of residential, commercial, and industrial building construction for compliance with various building codes; field checks electrical, plumbing, and mechanical plans, layouts, and site plans of residential, industrial, and commercial buildings for proper installation and use of materials to ensure compliance with the appropriate codes; and inspects grading and site development, foundations, reinforcing materials, concrete, steel and masonry construction, framing, lathing, plastering, electrical, plumbing, heating, and signs.
- Checks building plans and specifications for residential, commercial, and industrial structures for compliance with applicable codes; checks site plans for location, set back, easements, and conformance to zoning regulations; and approves work at each of the required stages of construction and orders corrective action if necessary.
- Investigates and responds to public complaints regarding building code construction; determines the existence and type of code violations; maintains accurate records of complaints, inspections, violations, and citations; and tracks and documents procedures including daily inspection logs.
- Answers inquiries and explains building, electrical, plumbing, mechanical, and zoning restrictions, requirements, and any necessary corrective measures for building and safety violations; advises and interprets codes to homeowners, business owners, laymen, contractors, architects, and the public; and coordinates inspection activities and the construction progress with other City departments and outside agencies as needed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Building, electrical, plumbing, and mechanical construction, alteration, and repair methods, materials, and equipment; state and local building, electrical, plumbing, and mechanical codes, ordinances, regulations, and their administration and enforcement; office administration practices and procedures; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Correctly interpret and explain building policies and procedures; read, understand, and correctly interpret building plans, specifications, and building codes; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Resolve grievances and complaints and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent, preferably supplemented by vocational/college coursework related to the field.
- Three years of experience performing building inspections with a public agency.

Licenses and Certifications:

- Possession of a current and valid International Code Council (ICC) Certificate as a Building Inspector is preferred.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

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

Established Date: May 22, 2017