



TOWN OF FAIRFAX

Department of Planning & Building Services

BUILDING INSPECTOR JOB DESCRIPTION

POSITION DESCRIPTION

Under supervision, perform building inspection duties at all levels of construction and or review construction plans to ensure compliance with adopted building, plumbing, electrical, mechanical, zoning, and other applicable laws, codes and policies; read and interpret specifications, plans, building codes; prepare inspection reports and plan review comments; represent the Town while performing field inspections and office duties and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey-level class of the building inspector and plans examiner series. This position works under general supervision and is fully competent to perform combination inspections and reviews at various levels of complexity, exercising independent judgement and discretion based on code knowledge and standard practices. Incumbents are expected to be skilled in one or more trades and possess understanding and code research skills sufficient to confirm applicable codes are accurately followed. The primary role of this position is to perform inspections and possible plans review for a variety of residential, commercial, and industrial construction projects.

Receives supervision from the Building Official or the Planning & Building Services Director (Director). Exercises no official supervisory duties; may provide technical assistance and direction to permit technicians and front counter staff regarding code compliance communications and related practices.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Responsible for interacting professionally with the public including property owners, contractors, architects, engineers, and developers on matters pertaining to codes and regulations.

Inspect and or review plans for existing and new residential, commercial, and industrial buildings for compliance with all relevant state laws, local codes, and regulations in coordination with fellow departments and agencies. Review encroachment permits for compliance with Town regulations.

Review construction and alteration plans for buildings including residential, commercial and industrial structures for compliance with adopted codes.

Prepare detailed inspection reports and notices for corrections or violations as required, and input data into the permit tracking system of the building permit process.

Perform building plan reviews and revisions of construction documents for permit applications and plans as needed in coordination with staff.

Effectively research adopted codes, referenced standards and information in order to make sound and reasonable decisions and communicate clearly and concisely both orally and in writing with the public and fellow professionals.

Enforce the maintenance of safety, fire, accessibility and health related code requirements in coordination with Fire Department, Police and Environmental Health, Code Enforcement and other public service agencies in order to fulfill the purpose and intent of adopted codes.

Stay informed of new trends, innovations and code updates in the Building Code and construction industry by attending professional training and continuing education classes as necessary.

Operate and properly utilize office equipment, technology and Town resources in the discharge of assigned duties within the guidelines of municipal code and Departmental policies.

Perform related duties and responsibilities as assigned.

Performs work as a designated Disaster Service Worker in accordance with California state law during times of emergency.

NECESSARY QUALIFICATIONS

Knowledge of:

- Principles and common practices of building code inspection, plan review and permitting processes.
- Fundamentals of building design and engineering technology used in the construction industry.
- Pertinent Federal, State, and municipal laws, codes, ordinances and regulations related to building, construction and zoning.
- Principles of architectural, structural, and energy design, soils analysis, engineering and methods, materials and techniques used in building construction.
- Installation methods for electrical, plumbing and mechanical systems and equipment.
- Modern office procedures and equipment.
- Occupational hazards and standard safety practices necessary in construction work areas.
- Safe driving principles and practices.
- English usage, spelling, grammar and punctuation.

Ability to:

- Analyze, interpret and check complex plans, specifications, calculations, laws, and regulations.
- Comprehend and interpret moderately complex engineering calculations and make mathematical computations quickly and accurately.
- Apply proper inspection techniques and use field inspection tools accurately to detect deviations from approved plans, regulations, and adopted codes and ordinances; apply regulations and codes and ordinances consistently among projects.

- Interpret and apply pertinent federal, state and local laws, regulations, codes, ordinances and procedures and enforce same with firmness and tact.
- Organize, establish priorities, and set goals and objectives.
- Identify and define technical problems.
- Apply principles of logic and scientific reasoning to develop and evaluate alternative courses of action and determine appropriate solutions.
- Effectively communicating to the public various ordinances and requirements related to code construction.
- Properly utilize the permit/inspection tracking system for the Department.
- Schedule appointments and utilize time in an efficient and effective manner.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing; prepare complete and accurate reports.

REQUIRED EDUCATION AND EXPERIENCE

Depending on duties assigned, two years of recent and continuous building inspection or plan review experience that includes enforcing structural, electrical, mechanical and plumbing code requirements. ICC Certification could substitute for length of experience.

Equivalent to the completion of the twelfth grade supplemented by vocational training or college course work in architecture, construction technology, civil engineering or a related field.

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Licenses or Certificates: Certification as a Building or Combination Inspector and or plans examiner by the ICC (International Code Council) with the ability to obtain and renew additional ICC Building Inspector certifications relevant to duties as a condition of continued employment. Certified Access Specialist program (CAsp) certification highly desirable.

Special Requirements: Essential duties require the following physical skills and work environment: Ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties; ability to work around building materials in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold; requires the ability to operate a motor vehicle to travel to different sites and locations.

Ability to work in a standard office environment; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another, as well as between Town Hall offices and onsite field inspections; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, and/or use of

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calculators, computer keyboard and other equipment assigned for use by building staff; to exert moderate amount of physical effort involving lifting and moving of office or field related equipment.

Ability to work in a field environment on construction sites with regular exposure to construction materials, uneven ground or surfaces, water, hazardous materials, noise, chemicals, weather and related environmental conditions. Ability to operate motor vehicle in a safe manner. Ability to walk, stand, sit, kneel, crouch, crawl, climb ladders, and work in confined spaces as needed.