

**City of San Rafael  
Job Class Specification**

## **Job Title: Building Inspector I/II**

### **SUMMARY**

Under direction of the Chief Building Official, Building Inspector I/II inspects buildings, reviews plans and specifications in the enforcement of laws regulating the construction of buildings in the City of San Rafael, issues building permits and collects fees.

### **DISTINGUISHING CHARACTERISTICS:**

#### **Building Inspector I:**

This class is distinguished from the Building Inspector II by the performance of the more routine tasks and duties assigned to positions within the series including inspections of residential construction and less complex commercial and industrial properties. Since this class is typically used as entry-level class, employees may have limited or no directly related work experience.

#### **Building Inspector II:**

This is the full journey level class within the Building Inspector series. Employees within this class are distinguished from the Building Inspector I by the performance of the full range of duties as assigned including all types, sizes and complexities of commercial, industrial and residential construction, including accessibility compliance. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class shift away from office and group fieldwork to more defined, independent work. Promotion from Building Inspector I to II is measured by the Chief Building Official through the performance appraisal system after three (3) years as Building Inspector I provided all minimum qualifications and certification/license requirements are met at the time of promotion.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Issues building permits at the front counter.
- Review plans for completeness and accuracy before issuing permits
- Makes inspections in the field of building construction, plumbing, electrical, mechanical, Green Building, and energy, in residential, commercial, industrial, and public buildings.
- Conducts final inspections in the field of completed buildings giving approval to acceptable standards.
- Investigates complaints of building code or County code violations and issues "Stop Work" orders or "Notice of Violation" in situations of non-compliance.
- Coordinates inspection and investigation activities with other departments and external agencies as required.
- Tours City checking structures for compliance with building codes.
- Provides information to the public regarding building requirements.
- Explains code or ordinance requirements to City personnel, builders, architects, contractors, and the public.
- Maintains files and reports concerning inspection activities and findings.
- Prepares written reports and notices pertaining to code violations.
- Performs related duties as required.

### **KNOWLEDGE OF:**

- Federal, State and Municipal Codes, ordinances and regulations relating to building, plumbing, electrical, mechanical, Green Building, and energy,.
- California Building, Plumbing, Electrical, Mechanical, Green and Energy Codes
- Principles, techniques of building inspection and engineering mathematics.
- Accepted safety standards and methods of construction.
- Accessibility requirements.

#### **ABILITY TO:**

- Effectively read blueprints and construction drawings
- Resolve disputes concerning code requirements and effect compliance.
- Use tact and good judgement effectively in dealing with people involved with building construction, particularly contractors, architects, developers, engineers, and property owners.
- Review construction plans and conduct field inspections of buildings, improvements, and site development projects.
- Analyze, interpret and accurately review building plans and specifications;
- Make sound decisions in a manner consistent with the essential job functions.
- Prepare clear and comprehensive written reports,
- Maintain cooperative working relationships with engineers, architects and contractors, officials, employees and the general public.
- Apply building related codes and ordinances, including the California Building, Plumbing, Electrical, Mechanical, Green Building, Energy , Accessibility, and local zoning codes.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

##### **Building Inspector I:**

- Graduation from an accredited high school or equivalent based on courses taken from an accredited educational institution. (Additional qualifying experience may be substituted for the required education on a year-for-year basis); and
- Two (2) years of responsible experience in a variety of building construction work or as a licensed general contractor; a college degree in a construction related subject or building inspection program may substitute for one year of the experience.

##### **Building Inspector II:**

- Graduation from an accredited high school or equivalent based on courses taken from an accredited educational institution. Additional qualifying experience may be substituted or the required education on a year-for-year basis; and
- Five (5) years of progressively responsible experience in a variety of building construction work or as a licensed general contractor; a college degree in a construction related subject or building inspection program may substitute for one year of the experience; and
- At least two (2) years must be in an inspection capacity equivalent to a Building Inspector I for a governmental agency.

#### **CERTIFICATES, LICENSES, REGISTRATIONS - Special Requirement:**

Ability to obtain a California driver's license and maintain a satisfactory driving record; and one of the following.

##### **Building Inspector I:**

Must hold or obtain within one year of hire an International Code Council (ICC) B1 Residential Building Inspector or B2 Commercial Building Inspector certification and must maintain certification through the entire term of employment in this job classification.

##### **Building Inspector II:**

At time of hire/promotion into this classification, must hold an International Code Council (ICC) B1 Residential Building Inspector or B2 Commercial Building Inspector certification. Within one year of hire/promotion into this classification, must obtain one or more of the following ICC certifications; P1 Residential Plumbing Inspector, M1 Residential Mechanical Inspector, E1 Residential Electrical Inspector; or the commercial equivalent. Must maintain both certifications through the entire term of employment in this job classification.

Additional ICC certifications including R5 Residential Combination Inspector or C5 Commercial Combination Inspector and the California Accessibility Specialist (CAsp) are highly desired.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak to contractors, architects, homeowners, and other employees.

### **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic geometry and algebra.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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.

While performing the duties of this job, the employee is regularly exposed to outdoors weather conditions and regularly works in inside environmental conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate but occasionally loud.

The nature of the work requires the individual to climb ladders or scaffolding in order to access and walk on rooftops. A sense of balance is required to walk on pitched rooftops. The job also requires the ability to access and enter cramped quarters such as crawl spaces located under homes, or spaces such as attic areas. Working within the crawl space may bring the Building Inspector into contact with reptiles, insects and/or rodents. While conducting an inspection, it may require the incumbent to walk over rough, uneven, and rock surfaces.

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