

BUILDING INSPECTOR

DEFINITION

To perform technical inspections of residential, commercial and industrial buildings at various stages of construction, alteration and repair; to assist in the review of building plans and processing of permits; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Building Inspector class. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Development Services Director/Building Official.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, schedule, and perform field inspections of residential, commercial, and industrial construction projects.

Ensure that building construction is in compliance with related laws, codes, ordinances and regulations.

Research, interpret and explain codes, standards, requirements and restrictions; provide information to architects, contractors, engineers and the public.

Coordinate inspection and plans examination activities with other city departments and divisions.

Prepare reports, investigate code violations and issue violation notices, correction notices and abatement orders; maintain files and reports regarding inspection activities and findings.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principals and practices of building construction and structural design.

Methods and materials used in building construction.

Pertinent local, state and federal codes, laws, and ordinances.

Engineering mathematics.

Relevant software programs.

Ability to:

Interpret and apply relevant codes and standards in the performance of building inspections.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve building inspection activities; sit at desk for long periods of time; and stand at the counter to answer questions of the public.

Intermittently, walk, stand, kneel, climb, and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; intermittently write or use a keyboard to communicate, and occasionally lift or carry weight of 40 pounds or less.

Read and interpret building plans and specifications, and ensure compliance with all applicable codes, laws, regulations and ordinances.

Follow safe and proper inspection techniques to examine construction workmanship and materials.

Perform accurate arithmetical calculations.

Neatly and accurately prepare clear and concise reports, written correspondence, violation notices, correction notices and abatement orders.

Maintain accurate records of inspection activities.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### Experience:

Two years of responsible building inspection experience.

#### Training:

Equivalent to an Associate's degree from an accredited college with major course work in building inspection, code administration, building safety, architecture, engineering or a related field.

### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of one or more International Code Conference (ICC) certificates in an Inspector, Plans Examiner or Building Official category or registration as a Licensed Architect or Registered Electrical, Mechanical, or Civil Engineer by the State of California.

Possession of, or ability to obtain and maintain, one or more ICC certifications in an Inspector category, within two years of appointment.

Possession of, or ability to obtain and maintain, an ICC Certification in a Combination Inspector category, within four years of appointment.

Possession of, or ability to obtain, a Certified Access Specialist certificate from the California Department of General Services within three years of appointment.

Possession of, or ability to obtain, a Certified Safety Assessment Program Evaluator or Coordinator designation from the State of California Office of Emergency Services within three years of appointment.