

BUILDING INSPECTOR I
BUILDING INSPECTOR II

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

Building Inspector I - This is the entry-level class in the Building Inspector series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Building Inspector I class is distinguished from the Building Inspector II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Building Inspector II - This is the journey level class in the Building Inspector series and is distinguished from the Building Inspector I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Building Inspector I level.

SUPERVISION RECEIVED AND EXERCISED

Building Inspector I

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

Building Inspector II

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.

On a continuous basis, complete a minimum of 45 hours of continuing education for every three-year period, with at least eight hours regarding disability access requirements.

Learn to provide technical assistance and make arithmetical computations rapidly and accurately.

Learn to enforce necessary regulations with firmness and tact.

Learn to determine whether construction systems conform to requirements.

Learn to apply rules, codes and policies regarding zoning, environmental matters, and other regulations to field situations.

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

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 during 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 journey level construction experience.

Training:

Equivalent to completion of the twelfth grade. A degree from an accredited college with major course work in building inspection, code administration, building safety, architecture, engineering or a related field is preferable.

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 is required within one year of appointment or registration as a Licensed Architect or Registered Electrical, Mechanical, or Civil Engineer by the State of California.

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.

Building Inspector II

In addition to the qualifications for the Building Inspector I:

Knowledge of:

Principles 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.

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

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.

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 experience similar to Building Inspector I with the City of Sonoma.

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.