



BUILDING INSPECTOR I/II

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under supervision, inspects work quality for compliance with applicable codes and materials used in a variety of residential, commercial and industrial projects including the construction, repair, maintenance, or alterations to ensure conformance with approved plans, specifications, and regulations. This position maintains records and prepares reports on projects inspected. This is a generalist class responsible to conduct inspections in all phases of building construction.

Classification Characteristics:

Building Inspector I – This is the entry level class in the Building Inspector series. This class is distinguished from the Building Inspector II by the performance of the more routine, less complex inspections. This position receives direct supervision from higher level staff and may receive technical and functional supervision from higher level inspectors. This class is typically used as a training class and employees may have only limited inspection experience. Positions in this class are flexibly staffed and may advance to the Building Inspector II level when training and experience is sufficient to perform at the full journey level.

Building Inspector II - This is the full journey level class in the Building Inspector series. This class is distinguished from the Building Inspector I by the performance of the full range of duties assigned including independently performing a full range of complex inspections. This position receives general supervision from higher level staff and may exercise technical and functional supervision over lower level inspectors. 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 are flexibly staffed and are normally filled by advancement from the Building Inspector I level, or when filled from the outside, have prior building inspection experience.

Essential Functions:

- Perform inspections in several trade specialties including plumbing, electrical, mechanical and/or structural to ensure compliance with applicable codes, ordinances, and regulations. Inspect foundation, concrete, framing, plastering, heating, and electrical installations.
- Conduct preliminary examination of plans and specifications of routine building, plumbing, mechanical and electrical facilities to determine compliance with the provisions of the construction codes, ordinances, and regulations.
- Observe work during various phases and upon completion; ensure that safety procedures are followed.
- Deal effectively with private contractors and homeowners on construction specifications and procedures; ensure compliance with procedures and regulations.

- Prepare various inspection reports as required; maintain files and reports regarding inspection and plan check activities and findings. Issue notices to comply on violations.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints concerning construction and repair projects.

Building Inspector I Qualifications:

Knowledge of:

- Building construction materials and methods used at various stages of construction.
- Methods and techniques applied to the design and construction of residential, commercial and industrial buildings.
- Accepted safety standards and methods of construction activities.
- Mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.

Ability to:

- Learn principles, methods, and techniques of municipal building inspection work.
- Learn applicable laws, regulations, codes, ordinances, and policies governing construction, including the Uniform Building, Plumbing, Mechanical, Electrical, and Structural codes.
- Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations.
- Read and interpret plans and specifications.
- Determine if construction conforms to plans, regulations, and City Code requirements.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.
- Make mathematical computations rapidly and accurately.
- Operate a computer terminal.
- Prepare a variety of reports and maintain accurate records.
- Enforce necessary regulations with firmness and tact.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Three (3) years of journey level construction experience in a related building or construction trade.

Training:

Equivalent to graduation of the twelfth grade supplemented by technical training in the building and construction trades.

License or Certificate:

- Possession of a California Class C Driver's License with an acceptable driving record.
- Possession of International Code Council (ICC) Combination Dwelling or Building Inspector certification.

Building Inspector II Qualifications:

Knowledge of:

- Principles, methods, and techniques of municipal building inspection work.
- Building construction materials and methods used at various stages of construction.
- Methods and techniques applied to the design and construction of residential, commercial and industrial buildings.
- Applicable laws, regulations, codes, ordinances, and policies governing construction, including the Uniform Building, Plumbing, Mechanical, Electrical, and Structural codes.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Accepted safety standards and methods of construction activities.
- Mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.

Ability to:

- Interpret and apply pertinent Federal, State, and local laws, codes, and regulations.
- Read and interpret plans and specifications.
- Determine if construction conforms to plans, regulations, and City Code requirements.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.
- Make mathematical computations rapidly and accurately.
- Operate a computer terminal.
- Prepare a variety of reports and maintain accurate records.
- Enforce necessary regulations with firmness and tact.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Two (2) years of experience performing combination building inspections in a municipality.

Training:

Equivalent to graduation of the twelfth grade supplemented by technical training in the building and construction trades.

License or Certificate:

- Possession of a California Class C Driver's License with an acceptable driving record.
- Possession of International Code Council (ICC) Combination Dwelling or Building Inspector Certificate.

Working Conditions:

Work periodically in an office environment and frequently in an inspection site environment with exposure to dust, noise, fumes, and inclement weather. Frequent standing and sitting for extended periods; walk on even, uneven, and slippery surfaces; climb, stoop, squat, crouch, kneel, bend, lean, turn, twist, reach, grasp, push, and pull. Lift, carry, and push objects weighing up to 50 pounds. Inspect in confined areas. Near and far vision required for performing inspections. Drive motorized vehicles and work around moving traffic.