

BUILDING INSPECTOR I
BUILDING INSPECTOR II

DEFINITION

To perform inspections of structures and building systems as various stages of construction, examine building plans and specifications, assist the public and issue building permits and collect fees; to investigate and secure compliance with housing, zoning, environmental and general land use standards; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Building Inspector I - This is the entry level class in the technical 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 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 technical Building Inspector series and is distinguished from the 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 I level.

This class is distinguished from the Senior Building Inspector in that the latter performs complex building inspection and plan review and problem resolution duties and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Building Inspector I

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Building Inspector II

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

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

Check and review plans for completeness and accuracy before issuing permits; issue building permits and collect fees.

Perform field inspections of industrial, commercial, public and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations; study plans and supporting documents in the field; conduct final inspections in the field of completed buildings giving approval to acceptable standards.

Perform complex inspection duties in trade specialties such as plumbing, electrical, mechanical, structural, and finish trade areas; inspect a large variety of other complex and routine building system elements.

Provide information to contractors and the public regarding building requirements; explain and interpret building code requirements and restrictions; respond to phone calls and emails.

Review and investigate violations of building code laws; prepare written reports and notices pertaining to code violations.

Maintain files and reports concerning inspection activities and findings; enter data and results of inspections; maintain records and documents associated with projects.

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

Building Inspector I

Knowledge of:

Federal, State, County and Municipal Codes, ordinances and regulations relating to building construction and the Uniform Building Code.

Principles and practices of general construction and the building trades.

Basic methods and procedures of performing construction plan reviews.

Principles, techniques of building and construction inspection.

Accepted safety standards including on construction sites.

Basic engineering mathematics and algebra concepts.

Ability to:

Perform inspections of structures and building systems at various stages of construction, examine building plans and specifications, assist the public and issue building permits and collect fees; to investigate and secure compliance with housing, zoning, environmental and general land use standards.

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 25 pounds or less.

Review and interpret construction plans; conduct field inspections of buildings subdivisions, improvements, and site development projects; accurately check building plans and specifications.

Prepare clear and comprehensive written reports.

Make visual inspections, detect deviations from approved plans.

Calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages and apply concepts of basic algebra.

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.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

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 building construction experience.

Training:

Equivalent to the completion of the twelfth grade, supplemented with courses taken from an accredited education institution.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Building Inspector II

In addition to the qualifications for the Building Inspector I:

Knowledge of:

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Evaluate situations and identify problems in the field and independently arrive at a reasonable and effective course of action;

Recommend proper methods of correcting building code violations in a concise and timely manner.

Resolve disputes concerning code requirements and effect compliance.

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:

Five years of responsible experience similar to Building Inspector I

Training:

Equivalent to the completion of the twelfth grade and supplemented with courses taken from an accredited education institution. An Associate's degree in Building Inspection Technology or Construction Management is desirable.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of a Combination Building Inspector certificate from International Code Council (ICC) or equivalent.