

BUILDING INSPECTOR I/II

DEFINITION

Under direct or general supervision, performs combination inspections of residential, commercial and industrial building sites to enforce all applicable laws and codes; performs non-structural plan checking on a variety of residential construction and modification; provides a variety of information to property owners, developers, architects, engineers and contractors; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direct or general supervision is given by the Community Services Director. Work assignment, review and training are given by the Sr. Building Inspector. No direct supervision of staff is exercised. The higher-level class in the series may provide training and technical direction to the lower-level class.

CLASS CHARACTERISTICS

Building Inspector I is the entry-level class in the building inspection series. Initially under close supervision, incumbents learn a variety of routine inspections to determine building code compliance. Inspections performed are primarily for residential properties. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. This class is alternately staffed with Building Inspector II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Building Inspector II is the journey-level class in the building inspection series. Incumbents with well-developed skills independently perform a variety of routine to complex inspections to determine building code compliance with foundations, framing, electrical, plumbing, mechanical, housing, access, life safety and other functional elements. Inspections performed are primarily for residential properties, although specific elements of commercial and industrial buildings may be included. Responsibilities also include the non-structural review of plans and specifications. This class is distinguished from Senior Building Inspector in that the latter provides work assignment, review and training to building support and inspection staff in addition to performing the more complex inspections, primarily for commercial, industrial and complex residential properties.

EXAMPLES OF DUTIES (Illustrative Only)

- Inspects new and existing residential properties for conformance to codes, regulations, plans, specifications and standards related to foundations, framing, electrical, mechanical, plumbing, housing, access, life safety and other functional elements.
- Performs non-structural plan checking for completeness, accuracy and code compliance.
- Reviews energy calculations to ensure compliance with State codes.
- Makes final inspections and issues certificates of occupancy.

- Confers with and provides information to developers, engineers, architects, property owners, contractors and others regarding code requirements and alternatives; resolves complaints and problems.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Reviews damaged buildings for safe occupancy after fires or other occurrences.
- Consults with the Community Services Director, Senior Building Inspector and City legal staff regarding legal aspects of code compliance and building matters.
- Prepares a variety of correspondence, reports, correction notices procedures and other written materials.
- Maintains accurate records and files.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers and the public.
- Provides information regarding building ordinances, procedures and requirements to homeowners, developers and contractors in person and over the telephone; answers inquiries regarding the status of submitted projects.
- Reads and reviews building plans, specifications and associated documents for completeness and conformance to permit requirements; issues building permits.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Building, plumbing, electrical, mechanical, life safety, energy and related codes.
- Construction methods, materials, tools and equipment used for current residential, commercial and industrial construction.
- Practices for documenting inspections, correcting violations and carrying through on court procedures.
- Applicable codes, ordinances and regulations, including applicable safety standards.
- Computer applications related to the work.
- Concepts and practices of non-structural plan review.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Skill in:

- Explaining codes and regulations to developers, engineers, architects, property owners and others.
- Interpreting and consistently applying complex laws, codes, regulations and ordinances.
- Reviewing and interpreting plans and specifications.
- Effectively representing the City in meetings with governmental and regulatory agencies, community groups, property owners, contractors, developers, business owners and the public.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Organizing and prioritizing work and meeting critical deadlines.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative and independent judgment within established procedural guidelines.

- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

Education and Experience:

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

Building Inspector I: Equivalent to graduation from high school and EITHER one year as a general contractor in residential construction, OR two years of journey-level experience in the building trades. This work must have included significant public contact and the exercise of investigative or inspection skills.

Building Inspector II: Equivalent to graduation from high school and EITHER one year of experience in plan checking and/or the enforcement of building codes with a public agency equivalent to the Building Inspector I OR two years as a general contractor in residential construction, OR three years of journey-level experience in the building trades. This work must have included significant public contact and the exercise of investigative or inspection skills. Completion of college-level coursework in construction technology, building inspection or a field related to the work may be substituted on a year-for-year basis to a maximum of two years of journey-level experience in the building trades.

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

Building Inspector II: Must possess or obtain prior to completion of the probationary period at least one I.C.B.O. building inspection certification or equivalent.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to inspect various sites; walk on uneven terrain, construction sites and climb onto roofs and other structures; strength to lift items weighing up to fifty pounds; vision to read printed materials and a computer screen and make inspections as noted above; and hearing and speech to communicate in person and over the telephone.