

BUILDING INSPECTOR

DEFINITION

Performs a variety of building inspections to ensure compliance with plans, specifications and City standards; performs non-structural review of plans and specifications; investigates properties and buildings for the abatement of violations of housing, health and safety, occupancy and property codes and ordinances; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

This class receives general supervision from the Building Official in matters relating to building inspection. The Planning Director will provide direction for any zoning issues. No direct supervision is provided.

CLASS CHARACTERISTICS

Incumbents in this class perform building inspections which includes the construction, alteration and repair of private residences, commercial and industrial properties. Successful performance of the work requires the application of significant technical knowledge in a variety of code areas, as well as the ability to communicate effectively with a wide variety of property owners, developers, engineers, architects, contractors, business and community representatives and the public.

EXAMPLES OF DUTIES (Illustrative Only)

- Inspects new and existing residential, commercial and industrial 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, occupants, contractors and the public regarding code requirements and alternatives; resolves complaints and problems.
- Prepares a variety of correspondence, reports, correction notices, procedures and other written materials.
- Maintains accurate records, logs and files.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers and the public.
- Attends Council, commission and committee meetings as required.

QUALIFICATIONS

Knowledge of:

- Building, plumbing, electrical, mechanical, life safety, energy, accessibility and related codes and regulations.
- City occupancy, zoning, signage and related codes, regulations and ordinances.
- Construction methods, materials, tools and equipment used for current residential, commercial and industrial construction.
- Standard plans, specifications and materials used in the construction of City infrastructure such as streets, curbs, gutters and underground lines.
- Practices for documenting inspections, correcting violations and carrying through on court procedures.
- Computer applications related to the work.
- Concepts and practices of non-structural plan review.
- Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Performing efficient and effective inspections of a wide variety of residential, commercial, industrial and City properties, buildings, facilities and infrastructure.
- Interpreting and consistently applying complex laws, codes, regulations and ordinances.
- Explaining codes, regulations and ordinances to developers, engineers, architects, property owners, occupants and the public.
- Reviewing and interpreting plans and specifications.
- Preparing clear and concise reports, correspondence, citations and other written materials.
- Maintaining accurate records and files.
- Organizing and prioritizing work and meeting critical deadlines.
- Using tact, initiative and independent judgment within established procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school and EITHER

- two years of experience in plan checking OR
- two year enforcement of building codes with a public agency OR
- two years as a general contractor in residential construction

Licenses and Certifications:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Must possess an ICC certified Residential Combination Inspector certification (R5). May be required to get an ICC Commercial Combination Inspector Certification (C5). If a Commercial Combination Inspector certification is required it must be obtained within one year of notification of such requirement.

Working Conditions:

Works inside and outside. May include travel to sites out of the City. May be required to perform inspections in all weather conditions. Must be able to attend off-hours meetings or events or work occasional overtime as required.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect building and occupancy sites, including climbing ladders, working in confined spaces and standing and walking for extended periods of time, and to operate a motor vehicle; strength and stamina to lift and carry objects weighing up to 20 pounds; vision to read printed materials, plans, specifications and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.