

# BUILDING INSPECTOR I, II

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## DEFINITION

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This class series inspects residential, commercial and other types of buildings and structures in all stages of construction, alteration and repair; enforces safety regulations and applicable building codes; performs related duties as required.

## DISTINGUISHING CHARACTERISTICS

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*Building Inspector I* - This is entry and training class of the series. Employees must possess a basic knowledge of construction and an ability to learn through on-the-job training to become certified and qualified as a building inspector. Employees are assigned progressively more difficult and complex assignments as experience is gained.

*Promotion to Building Inspector II* - requires certification from I.C.B.O. as Building Inspector by the end of the second year and by the end of the third year, certification from I.C.B.O. as Combination Building Inspector.

*Building Inspector II* - This is the journey level class. Employees perform the full range of building inspections.

## REPRESENTATIVE DUTIES

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*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those which are **least** likely to be essential functions for any single position in this class.*

1. Makes field inspections of residential, commercial, and other types of building projects at various stages of construction or alternation for conformance to applicable zoning, plumbing, electrical, structural, and building codes, city ordinances, and state/federal laws and permit applications; acts as a combination inspector for all codes, ordinances and regulations.
2. Reviews permit applications; reviews building plans for compliance with code; explains departmental procedures and policies; calculates fees, square footage, and construction costs; issues building permits.
3. Investigates complaints of substandard buildings and possible noncompliance with laws, codes, or ordinances related to zoning and building; meet with owner or representative to review corrective actions.
4. Acts as an information source in the interpretation of building and safety codes; assist at counter; assists the public and City crews in matters related to bringing building problems into compliance with codes; performs plan checks.
5. Keeps detailed records and prepares reports.
6. Provides temporary and vacation relief in similar occupational field as necessary.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

*Building Inspector I* - Two years of experience in building construction that included reviews and use of blueprints and specifications or any combination of training and experience that provides the desired knowledge and abilities.

*Building Inspector II* - Four years of experience in building construction and/or technical architectural engineering that includes one year of building inspection experience or any combination of training and experience that provides the desired knowledge and abilities.

Postsecondary coursework related to construction and/or engineering may be credited toward necessary experience.

### **Knowledge of:**

*Both Classes* - Building construction techniques and terminology; basic building codes.

*Building Inspector II* - principles and practices of building inspection, building materials, and accepted safety standards; modern methods of building construction; building, plumbing, and electrical codes, ordinances, and laws.

### **Ability to:**

*Both Classes* - establish and maintain effective public relations; work cooperatively with builders, contractors and other members of the public; understand and follow verbal and written directions; communicate effectively, both verbally and in writing; prepare reports and records; work with limited supervision.

*Building Inspector II* - read blueprints; inspect construction according to submitted documents and appropriate codes; analyze, interpret, and accurately check building plans and specifications; enforce regulations.

### **Special Requirements**

*Both Classes* - Possession of or ability to obtain a valid California Driver's License.

*Building Inspector II* - Certification by the I.C.B.O. as a Combination Building Inspector. Trainees must obtain certification as a Combination Building Inspector within three years.

### **Physical Demands**

Sitting, standing, considerable walking, some stooping, climbing and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 40 lbs.; moving from place to place within the office and during field inspections.

## **WORKING CONDITIONS**

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Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, and noise. Video display terminal is used on occasional basis. Temperature fluctuations due to both seasonal extremes and working in and out of doors. Independent travel throughout the area is required.

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