

BUILDING INSPECTOR

DEFINITION

Under general supervision, performs plancheck and inspection of new and existing residential, business and industrial buildings and structures throughout the City, in all phases of construction, alteration and repair, to ensure compliance with Municipal, State, and National building codes and laws.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Examines plans for residential, business and industrial buildings and structures and performs field inspections of the work represented by the plans to determine compliance with applicable codes and laws relating to new and existing building and structure construction. Inspects foundations, reinforced concrete, masonry, steel and wood framing, lathing, plastering, exiting, fire resistant construction, light and ventilation. Makes judgements as to the acceptability of construction work. Provides professional advice and technical assistance to developers, architects, contractors, engineers, homeowners, city staff and the general public; refers to other agencies for assistance and/or information. Responds to citizen complaints; prepares criminal complaint files. May appear in administrative hearings and in court as an expert witness. Prepares correction notices, reports, public handouts and correspondence and keeps records on projects as required. Actively participates in Total Quality Service processes. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a journey level classification which requires a full knowledge and understanding of the application of laws, rules, ordinances and Code provisions pertaining to building construction. Employees in this class are responsible for the protection of public health and safety by inspecting for proper and safe construction of buildings and structures within the City.

This class is distinguished from the next lower class of Building Technician by the scope and complexity of the duties performed. The Building Technician may assist with inspections, but has not yet obtained the training and experience necessary to perform at the full journeyman level.

This class is distinguished from the next higher class of Senior Building Inspector in that the Senior inspects the most complex projects, mediates disputes between Inspectors and customers, exercises full supervision over Building Inspectors and other assigned staff, and is responsible for the work of the section.

MINIMUM BASIC QUALIFICATIONS

Three years of experience as a journey level, lead person or superintendent in building construction work; or two years of building inspection experience for a public agency; or any equivalent combination of training and experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: current codes, laws, ordinances, rules and regulations pertaining to building construction; standard practices, current methods and materials used in building construction; principles and techniques of inspection work.

Ability to: read and interpret construction blueprints, plans and specifications; understand and make building construction computations; perform effective inspections; recognize construction practices which do not conform to code standards, acceptable practices, and/or proposed plans; organize and present thoughts and ideas tactfully, courteously and effectively in written and oral form; keep required records in an organized manner; establish and maintain effective working relationships with developers, architects, contractors, engineers, owners, fellow employees and the general public in a culturally diverse community.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Driver's License is a condition of employment. ICBO/ICC certification as a Building Inspector is required prior to completion of the probationary work test period, and is a condition of continued employment.

SPECIAL WORKING CONDITIONS

Requires the ability to perform office work and construction inspection involving exertion of a moderate amount of physical effort to stand, sit, walk on even/uneven surfaces, ascend and descend ladders/scaffolding, bend, reach, kneel and lift ladders or other objects weighing up to 50 lbs. Willingness and ability to work irregular hours including weekends and evenings, and in inclement weather, as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are courteous and professional when dealing with others. Well-organized and levelheaded, these individuals exercise sound judgement when evaluating and responding to both routine and crisis situations. Successful performers are self-starters, who are motivated to stay current in Building Code requirements, practice good time management, are accurate record keepers, and effectively use their interpersonal skills to assist internal and external customers courteously and tactfully. They are contributing members of the Planning and Building Agency team using Total Quality Service processes; they accept supervision when warranted, and are willing to assume responsibility and work independently within established guidelines.

Class title established per Council Resolution No. 58-281,
effective 11-1-58

Revised: 05/06

Reviewed: 01/04

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