



Building Inspector I

Department/Division:	Development Services/Building and Safety
Reports To:	Building and Safety Manager
Provides Direction To:	Not applicable
Date Updated:	July 19, 2022

GENERAL PURPOSE

Under general supervision, performs residential and commercial building inspection work in the enforcement of building, mechanical, plumbing, electrical, and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Positions assigned to the Building Inspector I job work under the direction of the Building and Safety Manager and are expected to perform residential and commercial inspections and enforce codes and regulations. The Building Inspector II performs a greater range of complex types of inspections working with more specialized construction methods and code provisions and the Building and Safety Manager provides daily work direction to the group.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Conducts periodic inspections of residential and commercial construction work requiring permits to enforce building, zoning, mechanical, plumbing, electrical, and related codes and regulations; inspects sites and buildings during construction or alteration to determine compliance with plans, regulations and validity of permits.
2. Investigates and reports on the finding of validity to the Building and Safety Manager regarding building and municipal code violations and complaints.
3. Reviews simple plans and specifications for buildings and related construction at the public counter.
4. Explains codes and regulations, and clarifies required inspections and construction requirements to owners, architects, engineers, contractors, lending institutions, realtors and the public.

5. Issues correction notices, and stop work notices, as needed.
6. Assists other departments with codes and compliance actions as directed.
7. Maintains files of inspections made and actions taken, and monitors and completes complaint logs.
8. Inspects City building construction projects on an as-needed basis.
9. Participates in staff and administrative meetings related to inspection activities; coordinates completion of project inspections and close out of project records with Building Permit Technician.
10. Answer phones and issues permits on an as-needed basis as well as utilize computer hardware to assist in recording inspection results.

QUALIFICATIONS GUIDELINES

Knowledge of:

California Building, Plumbing, Mechanical, and Electrical codes; basic principles, methods and practices used in various building construction trades, including mechanical, plumbing, electrical, heating, ventilation, and air conditioning and energy conservation codes, commercial and residential building construction methods and practices; laws, ordinances and codes regulating building construction and zoning practices; appropriate safety and fire prevention methods in construction practices; building inspection trends and standards; customer service techniques.

Ability to:

Operate computer hardware and use word processing and specialized permit and building inspection software; exercise judgement in reviewing plans and specifications for building and construction activities and determine compliance of plans with regulations and permits; inspect building sites during construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations; communicate effectively and courteously with property owners, contractors, developers, architects, engineers, lending and real estate representatives, and utility representatives as well as City staff, supervisors and management; exercise tact in persuading upset individuals to voluntarily comply with codes, standards and regulations; maintain accurate records and prepare clear and concise reports and records.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school is required. Successful completion of coursework, certification or vocational training in building technology, building construction, and/or related architectural coursework.

Experience: One or more years of experience in building inspection work involving the application and interpretation of construction codes and building regulations. Additional public agency building inspection and trade construction experience is desirable.

Licenses/Certificates/Special Requirements:

A valid Class C California driver's license, acceptable driving record, and the ability to maintain insurability under the City's Vehicle Insurance Policy.

Ability to obtain certification in post earthquake damage assessment procedures within 12 months of placement within the position.

ICC certification in one or more programs such as residential building, plumbing, electrical or commercial inspection is highly desirable and required within 12 months of hire along with completion of a minimum of 45 hours of continuing education for every three year period.

Ability to work outside of normal work hours to handle emergency inspection calls.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl. Inspection activities require frequent walking and standing as well as bending, squatting, kneeling and occasional crawling. Employees may also climb stairs and ladders to access inspection areas. These positions occasionally lift or move objects during inspections weighing up to 50 pounds in order to access inspection areas.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret blueprints, documents, and other types of information; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive

deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public, including dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee frequently works near moving equipment and mechanical parts, is exposed to wet or humid conditions and vibration, and works in high, precarious places. The employee works in confined spaces such as attics and underfloor areas and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud exceeding 85 decibels given construction noise and the use of power tools and equipment at construction sites. The employee is required to use Personal Protective Equipment at construction sites as conditions warrant.