



Building Inspector

Department/Division:	Building & Safety
Reports To:	
Provides Direction To:	
Exemption Status:	Non-Exempt
Date Revised:	March 21, 2007
Pre-employment Drug Test Required:	YES

DEFINITION

Under general supervision, conducts field inspections of construction, alteration or repair of buildings and other structures; enforces building, electrical, mechanical and zoning codes and laws; performs related duties as required.

CLASS CHARACTERISTICS

This is a journey level combination inspector class; incumbents perform inspections independently within their assigned geographic area.

ESSENTIAL FUNCTIONS

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 (shown in italics) are those that are least likely to be essential functions for any single position in this class.

1. Performs inspections of various phases of industrial, commercial and residential construction for compliance with applicable codes and regulations of the City, County, State and Federal agencies.
2. Field checks building, electrical, plumbing and mechanical plans, layouts and site plans for proper installation and use of materials.
3. Coordinates inspection activities with other City functions; prepares and maintains records and reports; maintains current knowledge of technical and regulatory codes.
4. Inspects and approves work at each of the required stages of completion and orders corrective action if necessary; makes final inspections for compliance with codes and regulations; prepares reports of inspections and work completed; investigates code violations; posts "Stop Work" notices.
5. Advises on and interprets codes to laymen, contractors, architects, and others; coordinates progress with other City functions and outside agencies.

6. Makes studies and investigations of such problems as converting the use of a building, condemning a building or assessing damage to buildings.

EMPLOYMENT STANDARDS

Education and/or Experience:

Graduation from high school or equivalent, supplemented by specialized training in code enforcement and supervision and four years of increasing responsible experience in one or more of the building trades, construction or any combination of training and experience that provides the desired knowledge and abilities. An Associate's degree in construction technology is highly desirable.

Knowledge, Skills, and Abilities:

Knowledge of the Uniform Building Code, and related federal and state laws, rules, regulations and procedures codes, rules, regulations, policies and procedures; building tools and materials; methods of building construction; accepted safety methods; principles and techniques of building inspection. Ability to interpret and explain building plans, blueprints, specifications and building codes; communicate effectively both orally and in writing; work effectively in the absence of supervision; establish and maintain cooperative working relationships.

Special Requirements:

Possession of or ability to obtain an appropriate California drivers license and a satisfactory driving record.

Certification by the ICBO as a Building Inspector is required for any inspector hired after 1/1/96.

PHYSICAL DEMANDS

Frequent standing and walking. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of items weighing up to twenty-five pounds such as files, stacks of paper, reference and other materials. Drives a car to field sites, walks on uneven and slippery ground and climbs ladders.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Exposed to outside weather conditions on a frequent basis. Travel throughout the City is required.