

## **BUILDING INSPECTOR**

### **DEFINITION**

Under general supervision, performs routine to complex combination inspections at various stages of construction, alterations, and repair of residential, commercial, and industrial building sites to enforce building, plumbing, mechanical, electrical, and environmental codes, and other governing laws and ordinances; performs a variety of duties in support of the City's code compliance program, including the identification, investigation, and correction of violations of building, zoning, and development codes; ensures conformance with approved plans, specifications, standards, permits, licensing, and safety standards; provides a variety of information to property owners, developers, architects, engineers, and contractors; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Community Development. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a single position journey-level class that performs the full range of duties related to conducting a variety of combination inspections for the City. Responsibilities include conducting inspections of residential, commercial, and industrial building sites, enforcing compliance with regulatory codes, laws, and ordinances, and ensuring conformance with approved plans, specifications, standards, permits, and licensing. Positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. This class is distinguished from the Director of Community Development in that the latter has overall responsibility for all functions of the department and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs field inspections of new and existing commercial, industrial, and residential properties at various stages of construction, alterations, and repair for conformance to codes, regulations, plans, specifications, standards, and drawings related to foundations, framing, electrical, mechanical, heating, plumbing, structure, finish, and a wide variety of other routine to complex building system elements; inspects a variety of structural member factors; examines grade, quality, and treatment of a variety of materials; performs final inspections.
- Confers with planning, legal, fire, public works, and other City staff regarding building, fire, life safety, zoning, and other code interpretations and applications.
- Performs non-structural plan checking for completeness, accuracy, and code compliance for new construction, alterations, or remodeling of existing structures; ensures compliance with applicable codes and accepted engineering practices.
- Initiates minor field changes on contract projects not involving structural or architectural features.
- Writes "stop work" notices for work being done without permits or in an unsafe manner.

- Reviews plans and applications for building permits; makes final inspections and issues certificates of occupancy.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Consults with the Director of Community Development regarding legal aspects of building inspection and other matters; attends code interpretation meetings.
- Investigates complaints from the public and staff regarding violations of building and zoning codes and architectural regulations; documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and State regulations to establish whether a violation has occurred.
- Initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; provides confirmation regarding code regulations to the public by telephone and in person.
- Conducts follow-up investigations to ensure compliance with applicable codes and ordinances.
- Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction meetings; resolves complaints and problems.
- Conducts follow-up inspections to ensure compliance; establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings and testifies in hearings and court proceedings, as necessary.
- Prepares and maintains a variety of correspondence, reports, correction notices, and other written materials.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- Building, plumbing, electrical, mechanical, life safety, energy, and related codes.
- Concepts and practices of non-structural plan review.
- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Methods and procedures used in code compliance including practices for documenting inspections, and correcting violations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction and code compliance.
- Safety equipment and practices related to the work, including safe driving rules and practices.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, regulations, policies and procedures, and departmental policies governing the construction and inspection of buildings.
- Review, understand, interpret, and analyze construction blueprints, plans, specifications, drawings, and maps for conformance with City standards and policies.
- Detect faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Coordinate and deal with contractors, engineers, and property owners, as well as investigate building code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials; maintain accurate and precise records.
- Effectively represent the department and the City in meetings with other departments, public and private organizations, and individuals.
- Understand and carry out oral and written instructions.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate of Arts degree with major coursework in civil engineering, construction technology, building trades, or a related field and four (4) years of responsible experience inspecting residential, commercial, or industrial buildings and enforcing zoning, building, and related codes.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Certification as a Building or Combination Inspector by the International Conference of Building Officials or the International Code Council.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve

and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.