

BUILDING INSPECTOR

DEFINITION

To perform inspections of new construction and those related to code enforcement activities and/or the City's Residential Health and Safety Ordinance, to ensure construction or alteration work is being done according to approved plans and in compliance with building codes and ordinances; to enforce ordinances regulating health and safety and urban blight; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Building Inspector class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Conduct field inspections to determine that construction and alteration work complies with City and State ordinances and laws.

Conduct periodic field inspections of buildings in various stages of progress to ensure compliance with structural, accessibility, electrical, mechanical, energy, fire and green codes and standards.

Inspect buildings for code enforcement cases and evaluate commercial and residential structures, including rental units and mobile homes, for compliance with housing code requirements.

Inspect properties to ensure compliance with the City's Residential Health and Safety Ordinance.

Approves acceptable work or indicates revisions necessary for code or ordinance compliance. May issue notices of improper or hazardous structures to owners or builders, including stop work orders.

Calculate and impose civil penalties, fines, and fees as needed.

Explain code or ordinance requirements to City staff, builders, architects, contractors, and the public.

Maintain records of inspections, violation notices, investigations, and other related data; generate detailed reports.

Coordinate with Code Enforcement staff, Police Department, City Attorney, County departments and/or City Council to achieve compliance.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Materials, methods, techniques and practices used in building construction.

Principles and practices of code enforcement.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform detailed combination field inspections of buildings and structures in various stages of construction or alteration.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, stand and walk while performing inspection duties. Intermittently, sit while reading or preparing reports; bend, squat, climb, kneel, and twist when conducting inspections; perform simple and power grasping, pushing, pulling, and fine manipulation; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Enforce codes, regulations and ordinances firmly, impartially and with tact.

Prepare a variety of reports, using specialized software.

Learn, interpret and explain applicable codes and regulations.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible inspection experience with a public agency, or four years of increasingly responsible experience in the building trades.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a Residential Building Inspector certificate from the International Code Council (ICC), and at least one specialty inspector certificate (plumbing, electrical, or mechanical).

REVISED: June 2003; March 2019

FLSA: Non-Exempt