



## CLASS SPECIFICATION

### BUILDING INSPECTOR I

**Nature of Work:** Under the general supervision of the Chief Building Official, provides for the inspection of buildings and other structures for compliance with building, plumbing, electrical, and mechanical codes and the enforcement of the zoning and sign ordinances to ensure compliance.

**Class Characteristics:** This is a skilled position involving the inspection of buildings and other structures for compliance with building, plumbing, electrical, and mechanical codes and the enforcement of the zoning and sign ordinances to ensure compliance. The incumbent will spend a significant portion of their time working independently in the field and is responsible for independent decisions requiring technical judgment. Enforcement of the codes requires clear, concise, and complete written reports; the ability to communicate and deal firmly, tactfully, and effectively with the public in difficult situations; the necessity of documenting written and oral communications to ensure the records are complete and acceptable to a court of law.

#### Essential Duties:

- Inspects buildings under construction, alteration, or repair for compliance with building and zoning code requirements; inspects all plumbing, mechanical, electrical and related construction installations; maintains records regarding inspections; and works closely with Fire Department on construction and code violations.
- Investigates reports of violations of the zoning, sign, grading, and building ordinances and laws; informs offenders of the violation and the means to achieve compliance; issues warning notices and notices to appear to offenders where violations occur.
- Receives a variety of phone calls and answers questions from contractors and other individuals concerning local and State building and zoning codes, and construction work in progress or subject to local codes.
- Prepares reports and performs related work as required.
- Performs additional duties as assigned by Chief Building Official, including review of plans and specifications to check for conformance with City and State building, plumbing, mechanical and electrical codes and other regulations, and to review construction documents before a permit is granted.

#### Knowledge of:

- All major types of building construction, materials, and methods and stages of construction where possible violations and defects may be observed and corrected.
- Building, zoning and related ordinances.

- Business English, including spelling, grammar, vocabulary, and report writing. Computer software applications appropriate to the position.

**Ability to:**

- Read and interpret plans and specifications, and to compare them with construction in progress.
- Detect poor workmanship, inferior materials, and hazards of fire and collapse.
- Contact building owners, contractors, and the public and to effect and maintain a satisfactory working relationship.
- Prepare factually clear, concise, and complete written reports.
- Communicate firmly and tactfully with the public in difficult situations.
- Follow proper procedures and instructions in the performance of assigned duties.

**Experience and Training:** High school diploma or G.E.D., possession of a valid California driver's license, and any equivalent combination of experience: (1) equivalent of four years= experience at journey level in one of the major construction trades with two years of supervisory or responsible charge of work, or (2) three years of recent experience in building inspection or code enforcement, or (3) an AA degree or certificate in building inspection from a community college.

**Special Requirement:** Outdoor work is required in the inspection of various land use developments and construction projects. While performing the outdoor duties of this job, the employee frequently works near moving mechanical parts around high-voltage energized electrical equipment, climbs scaffolding and ladders, works in high, precarious places and is occasionally exposed to wet and/or humid conditions.

The employee is occasionally required to stand; walk; use hands and fingers to handle, feel, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

I.C.B.O. certification as a Building Inspector at time of hire is desirable and will be required within six (6) months of date of hire.

**Probationary Period:** Six (6) months.

**FLSA:** Non-exempt