

BUILDING INSPECTOR

DEFINITION

To perform field inspections of residential and commercial building and related structures in all stages of construction, alteration and repair; to enforce the current adopted version of the California Code of Regulation (CCR) Title 24 Parts 1-12 (The Building Code) and related codes and ordinances; to review construction plans for code compliance; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Department Director.

EXAMPLES OF ESSENTIAL FUNCTIONS

Performs field inspections of residential, commercial and industrial buildings and other structures under construction, alteration and repair for compliance to building plans, CCR Title 24 and local laws, ordinances and regulations.

Inspects construction framing, foundations, concrete, plastering, fire sprinklers, masonry, tile work, electrical, plumbing, and HVAC installations on new construction and alterations for code compliance purposes.

Conducts field and code enforcement observations to check for hazardous conditions and complaints.

Inspects the quality of materials used in construction projects.

Inspects set-backs from property lines and boundary determinations to ensure compliance with approved plans, codes and ordinances.

Reviews construction and/or alteration plans to determine compliance with building codes and regulations.

May schedule and conduct meetings with contractors, developers, engineers, architects, and property owners for construction planning and inspections at various stages of completion.

Writes and issues correction notices for construction deficiencies, and performs re-inspections to ensure that deficiencies have been corrected.

Provides information to contractors, developers, engineers, architects, and property owners regarding building codes and related ordinances, regulations and requirements.

Monitors changes in building code requirements and new construction techniques.

Conducts and certifies final inspections.

Issues and posts stop work, prohibited occupancy or hazardous condition notices on construction sites and existing structures which fail to meet code.

Investigates complaints of alleged violations of building codes and ordinances.

Maintains inspection logs and documentation, and prepares required reports.

Performs general clerical work as required, including preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, assisting customers at the front desk and over the telephone, etc.

Assists other Building Department staff as needed.

EMPLOYMENT STANDARDS

Knowledge of:

Uniform building, plumbing, electrical and mechanical codes; state housing laws; occupancy, health and safety codes; zoning ordinances.

Principles and techniques of building inspection work.

Principles of structural design and engineering mathematics.

Safety standards, materials and methods used in the construction of commercial, industrial and residential buildings.

Research methods and sources of information related to building code enforcement.

Principles and practices of record-keeping.

Record-keeping and report writing techniques.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Learn, understand and interpret local laws, ordinances, requirements and regulations related to building inspection activities and operations.

Read and interpret building plans, blueprints, specifications and building codes.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.

Advise on standard construction methods and requirements for residential, commercial and industrial buildings.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Make mathematical calculations rapidly and accurately.

Work independently in the absence of supervision.

Understand and carry out written and oral instructions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Prepare and maintain accurate work records and reports.

Operate a county vehicle safely

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, vibration, working at heights.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 50 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Four years of responsible experience in the building and/or construction trades.

Education:

High school diploma or GED equivalent.

Additional Requirements:

Possession of at least two building inspection certificates issued by the ICC, or a combination ICC inspection certificate.

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Possession of a California Contractor's License is highly desirable.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.