



Building Inspector I

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| Department/Division: | Development Services/Building and Safety |
| Reports To: | Building and Safety Superintendent |
| Provides Direction To: | Not applicable |

GENERAL PURPOSE

Under general supervision, performs varied inspection work in the enforcement of building, zoning, mechanical, plumbing, electrical, energy, fire, accessibility, safety and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Positions assigned to the Building Inspector I job work under the direction of the Building and Safety Superintendent and are expected to perform a wide range of residential, commercial and industrial inspections and independently apply and interpret City codes and uniform building regulations. Incumbents have a broad knowledge of the codes applying to fire origin and safety prevention, accessibility regulations, construction and safety standards, and other specialized types of construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Conducts periodic inspections of residential and commercial construction work requiring permits to enforce building, zoning, mechanical, plumbing, electrical, fire, grading, accessibility, safety, and related codes and regulations; inspects sites and buildings before construction or alteration to determine practicability of plans, compliance with regulations and validity of permits; inspects building sites during construction, alteration or repair for compliance with the minimum standards of building and related codes and regulations.
2. Advises property owners, contractors, architects, engineers and others on matters relevant to construction methods, materials, types of construction, occupancies and applicability of codes and standards.

3. Investigates and resolves building and municipal code violations and complaints.
4. Reviews simple plans and specifications for buildings and related construction at the public counter; calculates fees and issues permits and certificates of compliance as well as notices of non-compliance.
5. Interprets codes and regulations, and explains required inspections and construction requirements to owners, architects, engineers, contractors, lending institutions, realtors and the public.
6. Issues correction notices, writes notice of violation or substandard condition letters to property owners or contractors, and recommends prosecution actions in serious situations involving non-compliance; issues citations and stop work notices, as needed.
7. Assists other departments with codes and compliance actions.
8. Prepares field inspection and permit inspection reports; completes and reviews violation notices and correspondence; maintains files of inspections made and actions taken, and monitors and completes complaint logs.
9. Inspects City building construction projects on an as-needed basis.
10. Participates in staff and administrative meetings related to inspection activities; coordinates completion of inspections and records with Building Permit Technician.
11. Answer phones and issues permits on an as-needed basis as well as utilize computer hardware to assist in recording inspection results.

QUALIFICATIONS GUIDELINES

Knowledge of:

Building, Plumbing, Mechanical, Electrical and Housing Codes; federal and state requirements related to accessibility under the Americans With Disabilities Act; principles, methods and practices used in various building construction trades, including mechanical, plumbing, electrical, heating, ventilation, and air conditioning, commercial and residential building construction methods and practices; laws, ordinances and codes regulating building construction and zoning practices; appropriate safety and fire prevention methods in construction practices; building inspection trends and standards; customer service techniques.

Ability to:

Operate a desktop computer and mobile tablet devices and use word processing and specialized permit and building inspection software; exercise judgement in reviewing plans and specifications for building and construction activities and determine compliance of plans with regulations and permits; inspect building sites during construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations; communicate effectively and courteously with property owners, contractors, developers, architects, engineers, lending and real estate representatives, and utility representatives as well as City staff, supervisors and management; exercise tact in persuading upset individuals to voluntarily comply with codes, standards and regulations; maintain accurate records and prepare clear and concise reports and records.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school and successful completion of coursework, certification or vocational training in building technology, building construction, and/or related architectural coursework.

Experience: One or more years of experience in building inspection work involving the application and interpretation of construction codes and building regulations; or an equivalent combination of training and experience. ICC certification in one or more programs such as residential building, plumbing, electrical or commercial inspection is highly desirable and essential within 12 months of hire.

Special Requirements and Licenses: A valid Class C California driver's license, acceptable driving record, and the ability to maintain insurability under the City's Vehicle Insurance Policy. Ability to obtain certification in post earthquake damage assessment procedures within 12 months of placement within the position. Positions in this classification will be expected to obtain certification in building specialty inspection, plan review, and management practices as offered by the International Code Council (ICC), or equivalent recognized training and certification, and complete a minimum of 45 hours of continuing education for every three year period.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl. Inspection activities require frequent walking and standing as well as bending, squatting, kneeling and occasional crawling. Employees may also climb stairs and ladders to access inspection areas. These positions occasionally lift or move objects during inspections weighing up to 50 pounds in order to access inspection areas.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret blueprints, documents, and other types of information; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public, including dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts, is exposed to wet or humid conditions and vibration, and works in high, precarious places. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

License and Certificate

Possession of an International Code Council (ICC) certification; Possession of a valid Class C California driver's license.