

# Building Inspector

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

## **SUMMARY DESCRIPTION**

Under general supervision of the Building Official, performs a full range of building inspection duties involved in the inspection of routine and complex structural building systems at various stages of construction, alteration, and repair for compliance with approved plans and codes; conducts plumbing, electrical, and mechanical inspections; assists in the review of building plans and specifications; investigates violations and complaints; conducts enforcement actions, and secures compliance with codes.

## **IDENTIFYING CHARACTERISTICS**

The Building Inspector is a journey level classification. Positions assigned to this class are expected to perform the full range of duties as assigned including working independently, applying program knowledge, and exercising judgment and initiative while having a great deal of public contact. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

## **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs field building inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling to ensure that structures are being constructed in accordance with approved plans and specifications; inspects all aspects of building construction, including plumbing, electrical, structural, and mechanical installations, for compliance with applicable codes, ordinances, and regulations; ensures the proper and safe installation of building systems; notes defects in construction work and issues correction notices.
2. Responds to inquiries in person and/or over the phone from builders, contractors, developers, property owners, and tenants regarding specific code requirements.
3. Responds, investigates, and takes necessary action relative to code violation complaints including building, land use, and nuisance ordinances.
4. Examines plans and specifications for completeness and compliance with applicable codes and regulations and/or proper conditions; ensures a comprehensive and efficient plans examination process is conducted.
5. Assists at the public counter; reviews plans and specifications; issues permits and collects fees.
6. Assists in code enforcement of existing structures which become unsafe or otherwise fall out of compliance with City codes and ordinances

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7. Coordinates inspection activities with other City departments.
8. Maintains a variety of files and records related to areas of assignment; inputs and retrieves information into computer data bases; prepares reports, correspondence, and a variety of other written materials as requested.
9. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Building construction principles and practices, including familiarity with building, plumbing, electrical, and mechanical trades.
2. Methods and materials used in the construction of buildings and related structures.
3. Uniform or California building, plumbing, electrical, and mechanical codes.
4. Pertinent federal and state regulations and local ordinances.
5. Office procedures, methods, and equipment including computers.
6. Principles and procedures of record keeping.
7. Occupational hazards and standard safety practices.

**Ability to:**

1. Perform building inspections including residential, commercial, and industrial inspections.
2. Understand, interpret, explain, and enforce provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.
3. Review plans and specifications for building and related construction and determine compliance of plans with regulations and validity of permits.
4. Inspect building sites during construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations.
5. Operate a vehicle in a safe and effective manner.
6. Respond to requests and inquiries from the general public.
7. Operate office equipment including computers and supporting software applications.
8. Prepare clear and concise reports and documentation.
9. Maintain complete and accurate records.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with those contacted in the course of

work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in building construction, architecture, engineering, or a related field.

**Experience:**

Two years of increasingly responsible building inspection experience.

**License or Certificate:**

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

Possession of ICBO certification as a Building Inspector.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**

Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:**

See in the normal visual range with or without correction.

**Hearing:**

Hear in the normal audio range with or without correction.