

BUILDING INSPECTOR



Department:	Community Development	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the direction of the Community Development Director, coordinates and performs building inspections; responds to public inquiries regarding building and code related matters; conducts plan checks; provides assistance in resolving code violations; and performs other related duties as assigned.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Schedules, coordinates, and performs inspections of various types of residential, commercial, and public buildings and/or structures.
- Monitors plumbing, electrical, and mechanical installations for compliance with applicable building, health, and safety codes, ordinances, regulations, and standards.
- Identifies and documents construction deficiencies; writes and issues correction notices as required.
- Communicates with contractors and property owners regarding construction issues.
- Responds to public inquiries and provides information regarding various types of building matters.
- Provides assistance in conducting construction plan checks; monitors plans for compliance with applicable building codes and health/safety regulations.
- Interprets and enforces building codes, municipal ordinances, and City development standards.
- Assists in Code Enforcement activities including addressing and resolving zoning, property maintenance, and weed/vehicle abatement violations.
- May implement or assist in a graffiti removal program.
- Prepares and maintains a variety of inspection records, reports, and documentation.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND one year experience performing building inspections; OR an equivalent combination of education and experience.

JOB DESCRIPTION

Building Inspector

Required Licenses or Certifications:

- Certification as a Building Inspector issued by the International Code Council (ICC) is required.
- Must possess a valid California Driver's License.

Required Knowledge of:

- Building operations, policies, and procedures.
- California Building and International Residential codes.

Required Knowledge of (continued):

- Procedures for conducting building inspections and plan checks.
- Construction principles, methods, techniques, and materials.
- Inspection records, reports, and documentation.

Required Skill in:

- Coordinating and performing various types of building inspections.
- Monitoring construction for compliance with applicable building, health, and safety regulations.
- Preparing and maintaining accurate inspection records and documentation.
- Participating in plan check and code enforcement activities.
- Establishing and maintaining cooperative working relationships with other staff, outside agencies, contractors, property owners, and the general public.

Physical Demands / Work Environment:

- Work is performed primarily in the field and in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching, kneeling, crouching, climbing ladders and stairs, working at heights, and lifting of objects up to 50 pounds.
- Exposure to variable weather conditions, buildings in various states of construction, machinery with moving parts, and hazardous chemicals/materials is involved.