



## BUILDING INSPECTOR I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision, to inspect buildings and structures in all stages of construction for compliance with the building, plumbing, electrical and mechanical codes, State laws and local ordinances. Assists in the review of plans and reviews less complex plans for compliance with the model codes, State laws and local ordinances. Building Inspector II classification, under supervision, performs lower level Plan Checker duties - reviews plans, calculations and other project documents for compliance with the model codes, state laws and local ordinances.

### **ESSENTIAL FUNCTIONS:**

Makes field inspections of building construction, plumbing and electrical installations in residential, business or public buildings to ensure compliance with the principal codes, ordinances and regulations; assist with plan check of construction plans and specifications for completeness and compliance with structural design requirements and building, plumbing, electrical, health, safety, energy and handicap regulations; consults with contractors regarding structural and safety requirements of building design; investigates violations of building and zoning laws, contacts persons responsible, prepares correspondence and maintains records; maintain logs and other records of work; conducts final inspections of completed work giving approval to acceptable structures and installations. The Building Inspector II class performs plan checks on simple projects.

### **DISTINGUISHING CHARACTERISTICS:**

**Building Inspector I** - This is the entry level in the Building Inspector series. This class is distinguished from the Building Inspector II by the performance of the more routine and standardized tasks and duties assigned to positions within the series. Assignments are performed within the procedural framework established by higher level employees.

**Building Inspector II** - This is the journey level class within the series. Employees within this class are distinguished from Building Inspector I by the performance of the full range of duties as assigned including moderately difficult combination inspections of a variety of residential, commercial and industrial buildings; and the most complex inspections of commercial and industrial buildings within one inspection discipline such as building, electrical, or plumbing and mechanical. Employees in this class also perform plan checks on simple projects. Employees 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. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Building Inspector I, or, when filled from the outside, require prior building inspection work experience.

### **KNOWLEDGE/ABILITIES/SKILLS:**

#### **Knowledge of:**

Proper methods of building construction; accepted safety standards and methods of building construction; building codes, ordinances and safety orders mandated by the state, city and county. Maintain current knowledge of the profession through independent reading, seminars and meetings with peers.

**Ability to:**

Apply and enforce proper codes and ordinances; apply knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices; read and interpret building plans, diagrams, specifications and building codes; advise on standard construction methods and requirements; make simple engineering computations and analyses and check building construction computations made by comprehensive reports; check plans in accordance with these calculations (Building Inspector II class); clearly communicate technical requirements, both orally and in writing.

**Skills:**

Use architect and engineer scales accurately; make mathematical computations with speed and accuracy; use department computer with efficiency and accuracy.

**QUALIFICATIONS:**

**Building Inspector I:**

**Education & Experience:**

Sufficient experience and training to perform the above duties which may be obtained through at least three years skilled experience as a journeyman tradesperson or contractor in the building trades performing a wide variety of building work in conformance with building, electrical and plumbing codes or through obtaining the above certificate/s plus a high school education.

**Licenses:**

Possession of valid Class C driver's license by the State of California, an ICGO Certificate as a Building Inspector or a 24-unit Certificate of Building Inspection from the College of San Mateo or equivalent within one year.

**Building Inspector II:**

In addition to the qualifications for Building Inspector I.

**Education and Experience:** At least one year experience at the Building Inspector I level.

**Licenses:** Possession of a valid Class C California driver's license issued by the DMV. Possession of an ICBO Certificate as Combination Inspector or a 24-unit Certificate of Building Inspection from the College of San Mateo or equivalent. Possession of an ICBO Plans Examiner Certificate is highly desired.

**SPECIAL REQUIREMENTS:**

Ability to enforce necessary regulations with firmness and tact; work cooperatively with those contacted in the course of work; remain calm when dealing with irate citizens or contractors.

Ability to crouch, stoop and squat frequently, twist upper body, to climb, to stand for long periods of time, to crawl in small spaces, and to climb ladders; and deal with electrical hazards and construction-site hazards such as nails; to work outdoor in adverse weather; to deal with chemicals upon occasion and the ability to see and hear well enough to be able to read and write effectively and to hear over the telephone and in person to convey instructions to citizens on building requirements.

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