

# **Building Inspector**

Full Time, eligible for overtime, represented position.

## **DEFINITION OF DUTIES**

The Building Inspector with little or no supervision shall be responsible for all activities associated with the Building Department. The Building Inspector shall perform skilled inspection work to ensure conformance with the model codes (U.B.C., U.M.C., U.P.C., N.E.C., H.B.C. etc.) as well as State, Federal and local codes and regulations governing new and existing commercial and residential construction, remodeling, repairs, and use. The Building Inspector is responsible for the day-to-day activities (including annual budget) of the Building Department. The department provides technical assistance to homeowners and contractors, processes application, reviews permit applications, check plans for conformance, processes and issues building permits, and provides building activities reports and other related work as required. The Building Inspector also administers those portions of the City's code enforcement / neighborhood enhancement program associated with the conditions of structures on private property, as well as weed, rubbish, vehicle abatement and flood plain management. Act as liaison between the contract City Planner and the general public. Assist Public Works Inspector and provide coverage in his/her absence.

## **MINIMUM QUALIFICATIONS**

### **Training and Experience:**

Equivalent to completion of the twelfth grade plus four years of experience as a journeyman in one or more of the building trades or, one year of experience as a Building Inspector for local government.

### **Knowledge of:**

State, local, and federal codes, ordinances and regulations relating to building construction and land use / zoning; building materials, modern methods of construction, principles and techniques of building inspection.

### **Ability to:**

Interpret, explain and apply building codes, ordinances and administrative orders; read and interpret building plans and specifications; establish and maintain effective working relationship with property owners, building contractors and the general public; make inspections, enforce regulations and detect deviations from approved plans and specifications; write clear and concise reports; speak effectively; enforce regulations with tact and firmness; inspect crawl spaces, attics, cellars, roofs, climb ladders and work in confined/cramped body positions; inspect buildings from ladders and scaffolding; inspect surfaces that may be slippery; work in high concentrations of dust and sawdust in remodeling sites and newly insulated buildings and walk moderate distances over rough terrain. make arithmetical computations rapidly and accurately, maintaining cooperative

working relations with engineers, architects, contractors, homeowners and the general public, scheduling and coordinating own workload.

**Certification:**

Possession and maintenance of the Building Inspection and Plans Examiner Certification issued by the International Conference of Building Official (ICBO) is required within 12 months of employment.

**License:**

Possession of a valid California driver's license and a satisfactory driving record as determined by the City Manager.

**Other Requirements:**

Must have the willingness and ability to travel to attend classes, seminars, and workshops during work and non-work hours; work schedule and emergency overtime, as needed; and work outdoors in all weather conditions.

**Special Requirements:**

Essential duties require the mental and/or physical ability to see well enough to drive vehicles, read blueprints, specifications, and fine print. Identify varying mechanical noises; converse on the telephone and in person over the noise of heavy equipment; use of hands and fingers to write, use calculators, personal computers and drive vehicles; body movement, dexterity and agility to move quickly and safely about buildings under construction, crawl into attics and under houses; climb high scaffolding and ladders; climb high banks of uneven terrain; strength to carry a 10 pound ladder up and down stairs. Ability to leap in a single bound.