



PART-TIME BUILDING INSPECTOR

DEFINITION

To perform on-site inspection to determine compliance with building, plumbing, mechanical, electrical, and housing codes and other governing laws and ordinances including basic zoning, grading, and flood zone regulations; to determine adherence with the approved plans; to check plans and specifications; and to issue building permits and respond to inquiries from the public.

SUPERVISION RECEIVED AND EXERCISED

The Building Inspector is a journey level position and will perform responsible and technical assignments in support of the division. The Building Inspector may provide technical and functional training and supervision to the Building Official.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Make field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling; inspect foundation, framing, plumbing, mechanical, and electrical installations. Perform field review of plans and specifications; perform office plan check of residential structures and commercial/industrial projects as assigned. Provide general information to the public, development community and other government agencies; respond to difficult citizen complaints and requests for information. Confer with architects, contractors, builders, other City departments and divisions, and the general public in the field and office. Issue and process building permits. Maintain records and prepare reports. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Participate in committees or on special projects as assigned. Attend work or project related meetings outside of normal work schedule, when requested. Assist other co-workers with essential division functions to promote smooth operation of division and appropriate levels of customer service, as determined by supervision. Perform related duties as assigned. Work cooperatively with others.

QUALIFICATIONS

Knowledge of: International Building Code, Uniform Codes, and applicable state codes. Principles and techniques of building construction. Principles of building inspection and

plan examining. Principles and practices of customer service, including conflict resolutions. Building tools and materials and methods of building construction. Safe work methods and safety regulations pertaining to the work, including driving habits. Operation and programs of a personal computer.

Skill to:

Provide information to the general public regarding building inspection and code enforcement. Deal courteously, but firmly, and communicate effectively, verbally and in writing, with a variety of individuals contacted in the course of work including resolving conflicts and problems. Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices; advise on standard construction methods and requirements. Read and interpret building plans, specifications, and building codes; make mathematical computations rapidly and accurately. Establish and maintain effective work relationships with those contacted in the performance of required duties. Efficiently operate a personal computer.

Ability to:

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials. Learn applicable codes, ordinances and regulations enforceable by the City.

Minimum Education and Experience

Education:

High School diploma supplemented by a minimum of fifteen (15) units of technical or college courses in construction technology, building inspection or a related field.

Experience:

Two (2) years of journey-level experience in construction or the building trades is preferred. This work must have included significant public contact and the exercise of investigative or inspection skills.

License or Certificate:

Required upon hire, certification as a Building Inspector by the International Conference of Building Officials or the International Code Council, or appropriate specialty certifications and possession of a valid California Driver's License.