



BUILDING INSPECTOR I/II

DEFINITION

Under direct or general supervision, performs routine-to-complex combination inspections of residential, commercial, and industrial building sites to enforce building, plumbing, mechanical, electrical, housing, and environmental codes and other governing laws and ordinances; performs plan checking on basic plans; provides a variety of information to property owners, developers, architects, engineers, and contractors; issues building permits; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Chief Building Official or assigned supervisory or management personnel. May provide technical and functional direction and training to lower-level personnel.

CLASS CHARACTERISTICS

Building Inspector I:

This is the entry-level classification in the Building Inspector class series. Initially under direct supervision, incumbents learn a variety of routine inspections to determine building code compliance; inspections performed are primarily for residential properties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates the skill to perform the work independently. Positions at this level usually perform most of the duties required of journey-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Building Inspector II:

This is the journey-level classification in the Building Inspector class series. Under general supervision, incumbents perform a variety of routine-to-complex inspections to determine building code compliance with foundations, framing, electrical, plumbing, mechanical, housing, access, life safety, and other functional elements. Inspections performed are primarily for residential properties, commercial, and industrial buildings. Incumbents 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 the Building Inspector class series are flexibly staffed. Incumbents may advance to the higher-level class after gaining the knowledge, abilities, experience, and any required licenses and certifications which meet the qualifications for and demonstrate the ability to perform the

work of the higher-level class.

This class is distinguished from Senior Building Inspector in that the latter is responsible for technical and functional direction of lower-level staff and is capable of performing the most complex inspections.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Performs field inspections of new and existing commercial, industrial, and residential properties for conformance to codes, regulations, plans, specifications, and standards related to foundations, framing, electrical, mechanical, plumbing, housing, access, life safety, and other functional elements.
- Confers with legal, fire, and public works staff regarding building, fire, life safety, zoning, and other code interpretations and applications.
- Performs basic plan checking for completeness, accuracy, and code compliance for new construction, alterations, or remodeling for existing structures; ensures compliance with pertinent codes and accepted engineering practices.
- Reviews energy calculations to ensure compliance with State codes.
- Reviews plans and applications for building permits; issues building permits; makes final inspections and issues certificates of occupancy.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Reviews damaged buildings for safe occupancy after fires or other occurrences.
- Consults with the Building Official and City legal staff regarding legal aspects of code compliance and building matters.
- Writes “stop work” notices for work being done without permits or in an unsafe manner.
- Performs grading inspections with an emphasis on drainable systems, compaction, sub-drainage, and environmental protection.
- Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction site meetings; resolves complaints and problems.
- Prepares a variety of correspondence, reports, correction notices, procedures, and other written material.
- Conducts field reviews as necessary to assess all pertinent issues of the assigned project.
- Participates in training programs for inspectors; keeps current on new codes, ordinances, laws, and amendments.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry-level while in a learning capacity.

Knowledge of:

- Principles, practices, methods, materials, and tools used in building construction.
- Basic building code requirements.
- Occupational hazards and standard safety practices necessary in the area of building inspection.
- Mathematical principles, including algebra, geometry, and trigonometry.
- Building, plumbing, electrical, mechanical, life safety, energy, and related codes.
- Construction methods, materials, tools, and equipment used for current residential, commercial, and industrial construction.
- Concepts and practices of non-structural plan review.
- Applicable federal, state, and local laws, codes, regulations, and departmental policies governing the construction of assigned projects.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Read, understand, and interpret construction blueprints, plans, and specifications.
- Inspect and analyze standard building construction and identify code violations.
- Prepare accurate and precise reports and records.
- Make accurate mathematic computations.
- Prepare clear, effective, and accurate technical reports.
- Understand and carry out oral and written instructions.
- Interpret, apply, and explain laws, regulations, codes, and departmental policies governing the construction and maintenance of buildings.
- Review and authorize revisions within specific procedural guidelines.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, and maps for conformance with City standards and policies.
- Respond to complaints or inquiries from citizens, City staff, and outside organizations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those

contacted in the course of work.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying.

Note: education may not fully substitute for the required experience unless expressly stated herein.

Building Inspector I:

Equivalent to a high school diploma;

AND

Two (2) years of full-time experience as a general contractor in a variety of building construction activities;

OR

Two (2) years of journey-level experience in the building mechanical or electrical trades which included significant public contact.

Building Inspector II:

Equivalent to a high school diploma;

AND

Two (2) years of full-time experience in the inspection or enforcement of building codes and/or plan checking with a public agency, equivalent to the City's classification of Building Inspector I.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Building Inspector I:

- Certification as a Residential Building or Combination Inspector by the International Code Council is required within twelve months of appointment.

Building Inspector II:

- Certification as a Residential Building or Combination Inspector by the International Code Council is required upon appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; strength, stamina, and mobility to traverse uneven terrain, including climbing ladders, stairs, and other temporary or construction access points; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard or calculator; and the ability to occasionally lift, carry, push, and pull materials and objects up to 40 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	July 2007
Revised	January 2017, November 2021, September 2025
FLSA	Non-Exempt
Salary Schedule	I-level: AFCSME/Range 26 II-level: AFCSME/Range 32