

BUILDING INSPECTOR I/II

Salary Ranges: 26/32 (Public Service Salary Schedule)

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 including basic zoning, grading, and flood zone regulations; 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 work as required.

DISTINGUISHING CHARACTERISTICS

Building Inspector I

This is the entry-level class in the building inspection series. Initially under close supervision, incumbents learn a variety of routine inspections to determine building code compliance. Inspections performed are primarily for residential properties. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied, and are performed under more general supervision. This class is alternately staffed with Building Inspector II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Building Inspector II

This is the journey-level class in the building inspection series that independently 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. 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.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive direct or general supervision from the Building Chief Building Official or designee, and may exercise technical and functional direction over assigned staff.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

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 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 materials.
- Conducts field review as necessary to assess all pertinent issues of the assigned project.
- Maintains accurate records and files.
- Participates in training program 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 other duties as assigned.

EMPLOYMENT STANDARDS

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
- Modern office practices, methods, and computer equipment
- Principles and procedures of record-keeping
- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone

Building Inspector II, in addition to the above:

- 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
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations
- Techniques for dealing with the engineers, developers, contractors, City staff, and representatives of other agencies in an effective manner

Ability to:

- Read, understand, and interpret construction blueprints, plans, and specifications
- Learn to 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
- Organize work, set priorities, and meet multiple deadlines
- Operate modern office equipment including computer equipment and software programs and hand held computers
- Use English effectively to communicate in person, over the telephone, and in writing
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations
- Establish and maintain effective relationships with those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Building Inspector II, in addition to the above:

- 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
- Coordinate and deal tactfully with contractors, engineers, and property owners
- Respond to complaints or inquiries from citizens, staff, and outside organizations
- Perform the entire range of combined building inspection activities with a minimum of supervision

- Prepare clear, effective, and accurate reports, correspondence, specifications, and other written materials
- Effectively represent the department and the City in meetings with other departments, public and private organizations, and individuals
- Make sound, independent decisions within established policy and procedural guidelines

Minimum Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Building Inspector I

Equivalent to the completion of the twelfth (12th) grade supplemented by a minimum of fifteen (15) units of technical or college courses in construction technology, building inspection or a related field, and two (2) years as a general contractor in a variety of building construction activities or two (2) years of journey-level experience in the building trades. This work must have included significant public contact and the exercise of investigative or inspection skills.

Building Inspector II

Equivalent to the completion of the twelfth (12th) grade supplemented by a minimum of fifteen (15) units of technical or college courses in construction technology, building inspection or a related field, and two (2) years of experience in the enforcement of building codes and/or plan checking with a public agency equivalent to that of Building Inspector I at the City of Rocklin.

GENERAL QUALIFICATIONS

License Requirements:

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. 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 Building or Combination Inspector by the International Code Council is required within twelve months of appointment.
- **Building Inspector II**
Certification as a Building or Combination Inspector by the International Code Council is required upon appointment.

Physical Requirements

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; color vision to identify materials, structures, wires and pipes; hearing and speech to communicate in person and over the telephone or radio; finger dexterity to access, enter, and retrieve data using a computer

keyboard or calculator, and to operate standard office equipment; ability to occasionally bend, stoop, kneel, reach, climb, push, and pull drawers open and closed to retrieve and file information; ability to occasionally lift, move, and carry objects that typically weigh up to 40 pounds.

Working Conditions

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Incumbents may be required to work various shifts on evenings, weekends and holidays.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: July 2007

Revised: January 2017