

BUILDING INSPECTOR

DEFINITION

Under the general supervision of the Building Official, performs inspections and plan checks in accordance with the City's building codes; assists the public in understanding and applying construction requirements; assists with building and zoning code enforcement; and performs other related duties as assigned.

EXAMPLES OF DUTIES

- Conducts plan reviews of construction projects to ensure compliance with all applicable building codes and code requirements; provides information to builders, contractors, developers, architects, and the general public regarding code requirements, plan review processes, and other requirements of law; assists in the preparation and conduct of pre-construction conferences.
- Coordinates work with City departments and other governmental agencies involved in the review and approval of construction plans.
- Determines permit and other required fees for the processing of construction plans in accordance with departmental guidelines.
- Issues building permits and processes Certificates of Occupancy in accordance with departmental and statutory standards.
- Monitors building permit and inspection activities.
- Conducts zoning investigations and takes enforcement action as required; reports on building activities proceeding without appropriate permits.
- Inspects construction in various stages of completion to ensure compliance with approved plans, permits, and applicable codes.
- Researches and monitors statutory changes in building standards, and prepares and/or updates departmental informational materials and forms.
- Prepares written reports and recommendations for review by the Building Official; operates a computer and other standard office equipment.
- Performs all other related duties as assigned.

REQUIREMENTS

Knowledge of: Building requirements for various types of occupancy and activity; specific and detailed knowledge of the principles, practices and techniques of building construction, including electrical, plumbing, mechanical, and solar installations; standard legal requirements for building construction; zoning principles, standards and requirements; the principles and practices of effective customer service; and the principles and practices of data analysis and report writing.

Skill in: Reading, understanding, and effectively applying a wide variety of technical information, including blueprints, construction codes, wiring diagrams, etc.; utilizing mathematical principles and techniques in analyzing technical information, including the use of mathematical formulas and percentages; preparing written materials for review by management, including reports and recommendations; the use of standard office equipment, including personal computers; learning and applying City policies and guidelines; oral communications; and establishing and maintaining effective working relationships with co-workers and the general public.

OTHER REQUIREMENTS

Must possess a valid California Driver's License; must be able to handle the physical aspects of the job, including climbing ladders and scaffolding up to 40 ft. high, crawling in and around confined spaces, and working in inclement weather. Must possess I.C.B.O. Certification in Building. Electrical, Mechanical and Plumbing Inspection certifications are also highly desirable.

DESIRABLE EXPERIENCE AND TRAINING

Applicants must have experience and training, which would demonstrate possession of the required knowledge and skills outline above. An example would be: equivalent to two years of college in construction technology or a closely related field, and at least one year of experience which has involved the preparation and/or review of building plans. Prior experience working in the public sector is desirable.