

BUILDING INSPECTOR

DEFINITION

Under general supervision of the Community Development Director, reviews the plans and specifications of proposed residential, commercial, and industrial buildings; issues building, electrical, plumbing and mechanical permits; inspects all work for compliance with codes; insures adherence to City building and related codes and ordinances; administers FEMA Flood Plain Management Program; assist the Police Department with Code Enforcement, including to responding to citizen complaints as directed; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is at will position within the Community Development Department. The incumbent is expected to provide support to the Community Development Director and the City Manager in addition to coordinating departmental work with other City Departments and public agencies. Successful performance of the job requires thorough knowledge of the California Building Codes, including the Residential, Plumbing, Mechanical, Electrical codes and the Americans with Disabilities Act (ADA). In addition, the position requires knowledge in the construction trades, including construction methods, materials and accepted safety standards. The position also requires familiarity with FEMA regulations, the Health and Safety Code as it relates to substandard buildings, the Uniform Housing Code, the International Property Maintenance Code and City ordinances relating to zoning and building.

The position requires the incumbent have the ability to work under pressure, read and understand complicated plans, communicate effectively orally and in writing, enforce regulations with tact and confidence and maintain confidentiality of sensitive information. The incumbent also needs to have the ability to follow verbal and written instructions and establish effective working relationships with contractors, fellow employees and the public.

EXAMPLES OF DUTIES (Illustrative Only)

These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

- Reviews the plans and specifications of proposed residential, commercial, and industrial buildings for compliance with the uniform codes, zoning regulations, and pertinent provisions of the state and county regulations.
- Issues various building permits and collect fees.
- Investigates complaints of buildings, housing and zoning violations.
- Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.

- Enforces building related codes, including California Building Code, California Plumbing Code, California Mechanical Code, Residential Code, Cal-Green Building and Code, California Fire Code, Title 24 Code, California Housing Code, California Abatement of Dangerous Buildings Code, and local codes such as sprinkling, nuisance, clearing, grading, filling, floodplain, zoning, etc. Issues correction notices, stop work orders, and prepares requests for citations; maintains code adoption ordinance.
- Schedules and performs on-site inspections of buildings, including footing, foundations, framing, and electrical, plumbing and mechanical systems.
- Inspects and insures that building and site complies with floodplain and zoning ordinances. Checks to see that requirements imposed by Site Plan Review, Conditional Use Permit or Variance procedures are carried out.
- Maintains records of building and inspection activities, and completes related reports. Issues certificates of occupancy and permits as appropriate. Administers the permitting function, plan review, permit application processing, fee assessment, and permit issuance.
- Researches problems and complaints regarding commercial and residential buildings, building construction, code compliance, health and safety issues, and abatement proceedings either personally, by telephone, or in writing.
- Attends meetings of the City Council, Planning Commission, Technical Advisory Committee, and professional organizations as required.
- Maintains certifications through continuing education by attending seminars and related training.
- Assists City elected and appointed officials as needed, and provides required information.
- Formulates, prepares, and recommends for approval policies, procedures, studies, and reports.
- Explains and interprets applicable laws, regulations, and policies.
- Recommends changes in codes, ordinances, and regulations.
- Responds to citizen complaints and questions.
- Assists in the preparation of the department budget.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- California Building Codes, including the Residential, Plumbing, Mechanical, Electrical, Energy and Fire codes and the Americans with Disabilities Act (ADA).
- The Health and Safety Code as it relates to substandard buildings, the Uniform Housing Code, the International Property Maintenance Code and City ordinances relating to zoning and building.
- Federal FEMA and local flood regulations.
- Construction trades, including construction methods, materials and accepted safety standards.
- Recent and on-going developments, current literature, and sources of information related to the construction trades.
- General concepts of construction techniques, architecture, landscaping, grading, drainage and engineering as they relate to the building industry and site development.
- Researching building and code issues, evaluating alternatives, making sound recommendations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations and with property owners, developers, contractors and the public.
- Techniques for providing a high level of customer service to contractors, the public and City staff, in person by email and over the telephone.

MATERIALS, EQUIPMENT AND TOOLS

This position requires the operation and utilization of a motor vehicle, two-way radio, video, audio, and projection equipment. Other standard office equipment such as; computer, copier, fax, calculator, set up/move tables and chairs, and the use of a camera and related inspection type test equipment.

OTHER REQUIREMENTS:

- Certification as a Building Inspector or Combination Inspector by the International Conference of Building Officials.
- California Class C Driver's License

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in office and outdoor settings. Outdoor work is required in the inspection of various land use developments and construction sites. Must be able to operate various pieces of office equipment, tools, or controls. The employee is required to climb stairs, balance, stoop, kneel, crouch, crawl, see, talk, and hear for inspections.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

DESIRABLE EDUCATION AND EXPERIENCE

Three years of journey level combination building inspection experience, education equivalent to an Associate of Arts degree in construction technology. Certification as a Building and Combination Inspector by the International Code Conference.