



Building Inspector I/II

Class Specification

Revised 9/23

Class ID: 710

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

DEFINITION

Under supervision, provides for the inspection of buildings and other structures to ensure construction or alteration work is being completed according to approved plans and in compliance with applicable building, plumbing, electrical, and mechanical codes and ordinances; enforces zoning and sign ordinances to ensure compliance; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Senior Building Inspector. Exercises no direct supervision of staff.

DISTINGUISHING CHARACTERISTICS

Building Inspector I – This is the first level class in the Building Inspector series. Positions in this class perform work in all areas of building inspection including inspections of new construction, construction alterations, and construction related to code enforcement activities for compliance with approved plans and all applicable City Municipal Code and Building Code, including accessibility, electrical, energy, fire, mechanical and plumbing codes; incumbents are expected to utilize increasingly independent judgment in performing daily duties but may initially rely on higher level inspectors to confirm direction. The Building Inspector I class is distinguished from the Building Inspector II level by the performance of less than the full range of tasks and progressing to general supervision as procedures and processes of assigned areas of responsibility are learned.

Building Inspector II – This is the journey level class in the Building Inspector series and is distinguished from the Building Inspector I level by the ability to perform work in all areas of building inspection including inspections of new construction, construction alterations, and construction related to code enforcement activities for compliance with approved plans and all applicable City Municipal Code, Building Code, including accessibility, electrical, energy, fire, mechanical and plumbing codes; may conduct plan check reviews to ensure compliance with all applicable codes; uses independent judgment in performing daily duties with minimal assistance from higher-level inspectors or supervisors. This class is distinguished from the Senior Building Inspector in that the latter has responsibility performs more complex and technical plan reviews in a technical area of specialty and inspection and provides supervision to Building Inspection Division personnel.

Positions in the Building Inspector class series are flexibly staffed and positions at the Building Inspector II level are normally filled by advancement from the Building Inspector I level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Inspects buildings under construction, alteration, or repair for consistency with approved plans and compliance with building and zoning code requirements; inspects all plumbing, mechanical, electrical, and related construction installations; maintains records regarding inspections; and works closely with Fire Prevention and Code Enforcement personnel on construction and code violations.

Investigates reports of violations of the zoning, sign, grading, and building ordinances and laws;

informs offenders of the violation and the means to achieve compliance; issues warning notices and notices to appear to offenders where violations occur.

Receives a variety of phone calls and answers questions in the field and at the public counter from contractors and other individuals concerning local and State building and zoning codes, and construction work in progress or subject to local codes.

Prepares reports and performs related work as required.

May issue notices of improper or hazardous structures to owners or builders.

Performs additional related duties as assigned by the Senior Building Inspector and/or Chief Building Official.

In addition to the duties above, the Building Inspector II.

May perform plan check review of plans and specifications to check for conformance with City and State building, plumbing, mechanical and electrical codes and other regulations, and to review construction documents before a permit is granted.

May assist the Senior Building Inspector in assigning inspections to Building Inspectors.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- All major types of building construction, materials, and methods and stages of construction where possible violations and defects may be observed and corrected.
- State and local building codes; building, zoning and related ordinances.
- Business English, including spelling, grammar, vocabulary, and report writing. Computer software applications appropriate to the position.

Skill or Ability to:

- Read and interpret plans and specifications and confirm with construction in progress.
- Detect poor workmanship, inferior materials, and hazards of fire and collapse.
- Deal tactfully and effectively with a diverse population to reach mutually beneficial design and construction solutions and alternatives.
- Prepare factually clear, concise, and complete written reports and correspondence.
- Maintain accurate records and files.
- Calculate basic mathematical computations accurately.
- Communicate firmly and tactfully in a professional manner with the public in difficult situations.
- Communicate clearly and concisely both orally and in writing.
- Follow proper procedures and instructions in the performance of assigned duties.
- Use and operate permit tracking systems and related applications.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Building Inspector I:

- Education: Possession of a high school diploma or equivalent.
- Experience: Four (4) years of journey level experience in one of the major construction trades or two (2) years of recent experience in building inspection or code enforcement.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- International Code Council (ICC) Certification or equivalent certification(s) as a Residential Building Inspector or Commercial Building Inspector at time of hire is desirable and will be required within probationary period and throughout employment.

Building Inspector II:

- Education: Possession of a high school diploma or equivalent. An Associate's degree or certificate in building inspection is desirable.
- Experience: Three (3) years of recent experience equivalent to the Building Inspector I level is required.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- Possession of International Code Council (ICC) Certification or equivalent certification(s) as a Combination Residential Building Inspector or Combination Commercial Building Inspector. License and certification must be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment and computers to inspect various buildings and structures including commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen, and make inspections; color vision color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the phone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Willingness and ability to work emergency overtime and available on call, as required. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds with appropriate equipment or staff assistance.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels with controlled temperature conditions. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, 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.