

BUILDING OFFICIAL

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, conducts field inspections and checks residential, commercial and industrial construction, alteration, or repair of buildings and other structures; enforces codes related to building, plumbing, electrical, mechanical, structural, and finish trade areas; performs plan review and provides building code information to the public; performs code enforcement duties as necessary; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Building Inspector** is the journey level class in which incumbents are expected to independently, as a combination inspector, perform the full scope of assigned building inspection duties. Incumbents are responsible for performing the full range of residential, commercial, and industrial inspections, including electrical, plumbing, mechanical, and structural code compliance. The work requires independence and discretion in working with the public and in conducting field inspections, and involves a proactive implementation of applicable building codes and regulations. This class is distinguished from the next higher classification of Senior Building Inspector in that the latter performs the more complex and difficult inspections and serves in a lead capacity.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Director of Building and Safety. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs the full array of residential, commercial, and industrial building construction, remodel, and repair field inspections to ensure the health, safety, and welfare of the public; determines existence and type of various building code violation; compiles, analyzes, and evaluates findings of investigations and inspections; interacts with architects, developers and construction contractors to ensure code compliance; performs follow-up inspections as required; ensures compliance with all applicable municipal building related codes and regulations; issues standard construction and occupancy permits and approves final inspection certificates.
- Conducts periodic residential and commercial field inspections before and during construction, remodeling or repair; ensures compliance with building and related codes and regulations; checks the safety of construction and installation practices; inspects the quality of materials and methods of construction for footings and foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, pools and spas, masonry, electrical, plumbing, and other construction work; makes final inspections to clear permits.

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- Interprets, applies, and explains applicable federal, state, and municipal electrical, plumbing, structural, and mechanical codes, and other related laws, codes, and regulations to the public, departmental staff, and other agencies; advises architects, contractors, and property owners on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits; collects fees and issues permits.
- Maintains clear, concise, and comprehensive records and reports related to inspection activities; enters and retrieves information from records systems.
- Assists in the checking of building plans and specifications for residential, and non-residential structures for compliance with applicable Building, Electrical, Plumbing, Occupancy, and Zoning Codes; checks for grade and quality of materials used in construction.
- Abates homes and businesses and issues stop work orders and correction notices; prepares notices and orders for substandard housing.
- Responds to questions and concerns from the public, departmental staff, and other agencies; assists at the front counter and on the phone; answers questions regarding building permitting, code requirements, or related building compliance; provides information as appropriate and resolves plans and building code issues and complaints; cooperates with other agencies.
- Prepares a variety of reports and correspondence, including notices of violations and follow-up letters; attends various meetings and training seminars; keeps informed of changes and new legislation pertaining to building codes and related regulations; responds to emergency situations as required.
- Respond, investigate and follows through with code enforcement complaints and issues.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of: Principles, practices, and methods used in various building construction areas, including plumbing, electrical, and mechanical; operational characteristics and use of standard equipment used in building inspection and the building trades; building and construction standards and materials; construction materials and testing procedures; principles and practices of code enforcement; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations, including construction code manuals and specifications; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; and occupational hazards and standard safety procedures.

Ability to: Apply policies, procedures, codes, and regulations pertaining to building inspection; plan and prioritize daily inspections; read, interpret, and explain maps, sketches, plans, drawings, specifications, and technical manuals; maintain I.C.C. certification through continuing education programs; keep accurate records; learn more complex principles, practices, techniques, and

regulations pertaining to assigned duties; implement, explain, and apply applicable laws, codes and regulations; read, interpret, and record data accurately; perform mathematical calculations quickly and accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; respond to issues and concerns from contractors, homeowner, and the community; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to: Operate an office computer and variety of word processing and software applications; and safely and effectively operate a variety of tools and equipment used in building inspection.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Building Official**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of building inspection experience, and a high school diploma or equivalent.

License/Certificate: Possession of a valid California Class C driver's license and a safe driving record. Possession of an I.C.C. Building Inspection certificate is required within six months of appointment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, drive motorized vehicles, operate in heavy vehicle traffic conditions, and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: NON-EXEMPT