

JOB DESCRIPTION



BUILDING INSPECTOR I / II

DEFINITION

Under general direction of the Director of Community Development, visually inspects buildings and structures of all occupancy groups and construction types being constructed, altered, relocated or repaired for compliance with State and City codes and ordinances; performs building plans examination on building permit applications (excluding structural engineering); performs a variety of inspections including building, plumbing, electrical, mechanical, fire and life safety; issues permits for construction of improvements in accordance with current code requirements; and answers general questions from the public and contractor community at the counter regarding codes and ordinances for building in the City of Ukiah.

Building Inspector I: Under immediate supervision, this is the entry-level classification in the Building Inspector Series. Incumbents' work is observed and reviewed during performance and upon completion.

Building Inspector II: Under general supervision, this is the journey-level classification in the Building Inspector Series. Incumbents are required to perform inspections at all stages of construction on residential, commercial, and small industrial buildings and structures and is distinguished from level I by the ability to perform inspections and duties assigned with only occasional instruction or assistance.

EXAMPLES OF DUTIES:

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. (E) Essential Duty; (M) Major Portion of Time

- Inspects buildings and similar structures to see that construction, alteration, or maintenance work complies with building codes, ordinances, and plans. (E, M)
- Assists the Building Official in maintaining applications and files associated with the building inspection function, and screens building permit applications for completeness. (E, M)
- Provides reliable and objective building code information to the general public, and to building permit applicants and/or their agents. (E, M)
- Performs building plans examinations (excluding structural engineering) on building permit applications, and ensures that all construction projects comply with local building ordinances and State building codes (Title 24 of the California Code of Regulations). (E, M)
- Maintains a high degree of proficiency in understanding and interpreting building codes, and independently remains current with all applicable building code revisions. (E)
- Assists in front counter operations. (E, M)
- Represents the department at public gatherings. (E)
- Issues appropriate permits for projects meeting codes, and posts stop work, prohibited occupancy, and hazardous conditions notices on construction sites and existing structures which fail to meet code. (E)
- Assists the Building Official and Code Enforcement Division in performing building code enforcement duties, including responding to citizen complaints, issuing violation notices, and effectively abating building code violations throughout the City. (E)
- Provides field inspection services on projects approved by the Zoning Administrator, Planning Commission, and/or City Council, and assists Planning Staff in ensuring that "Conditions of Approval" are satisfied. (E)
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- The provisions of the California Building, Housing, Plumbing, Electrical and Mechanical codes, Fire Safe Standards and related State and City codes and ordinances.
- Title 24 of the California Code of Regulations (“California Building Code”), disabled access, earthquake safety and flood plain regulations, modern building and construction materials, and their quality as it relates to State and City codes and ordinances.
- Construction methods and materials, engineering principles and practices, and building safety standards.
- All phases of construction.
- Recordkeeping, reports, memos, and letter preparation; filing methods and records management techniques.
- Basic mathematics necessary to perform the duties of the job.

Ability to:

- Read and understand complex residential, commercial or industrial construction plans and specifications and effectively and accurately interpret building plans, contract documents, schematics, and specifications.
- Communicate building permit requirements and building plan deficiencies to builders and members of the public in a professional, articulate, and courteous manner.
- Establish and maintain effective and cooperative working relationships with builders, contractors, the general public, and City officials and employees.
- Maintain a positive and customer-service oriented demeanor with customers at the front counter, particularly in difficult situations.
- Make visual inspections, detect deviations from approved plans and specifications, and ensure compliance with State and City codes and ordinances.
- Write and speak clearly and concisely for the purpose of instructions and reports.
- Perform field inspections on new construction and remodel projects, which will include mobility in “hard hat” areas, and tight or high places.
- Compute or be familiar with the process for computing building permit fees, as derived from the Uniform Administrative Code and Building Valuation data.
- Understand local zoning requirements and conduct inspections of yard setbacks, parking spaces, fences, etc.
- Work effectively with a minimum of supervision.
- Use, or be familiar with, various electronic information systems and computer software, including Microsoft Word, Excel, and Access.
- Effectively evaluate situations and identify problems in the field and independently arrive at a reasonable and effective course of action
- Recommend proper methods of correcting building code violations in a concise and timely manner.

Experience

Building Inspector I: At least two years’ experience as a journey level tradesperson. Equivalent combinations of education and experience may be considered.

Building Inspector II: Two years of building construction experience, including at least one year of building inspection experience.

Education and Certifications:

Building Inspector I: High School diploma, or equivalent; and ability to obtain one building inspection certificate within the first year of employment.

Building Inspector II: High School diploma, or equivalent; and possession of ICC certification as a Residential Building Inspector and one of the following specialty certifications- Residential Plumbing Inspector, Residential Mechanical Inspector, Residential Electrical Inspector- or ability to obtain one of the specialty certifications within the first year of employment.

Necessary Special Requirement

- Possession of a valid Class C California Driver's license.
- Use of personal automobile for building inspections, subject to mileage reimbursement.

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