



## CLASS SPECIFICATION

Class Code: 60002100  
Date Established: 04/1976  
Last Reviewed: 02/2025  
Last Revised: 02/2025  
Last Title Change:  
FLSA: non-exempt  
Probation: 12 months

### BUILDING INSPECTOR TRAINEE

#### **DEFINITION**

Under close supervision, receives training in building inspection duties related to construction, safety, codes, and ordinances; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of full-time progressively responsible technical experience which provided knowledge of building construction and plan review; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of application and must be maintained for continued employment in this classification.

Must obtain an International Code Council (ICC) certification within three months of appointment and must be maintained for continued employment in this classification.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry and trainee level class in the Building Inspection class series which provides progression to the next level upon meeting the requirements of the class and recommendation of the appointing authority. Incumbents are expected to learn the full range of Building Inspector duties. Building Inspector Trainee is distinguished from the Building Inspector by the fact that incumbents perform a more limited range of assignments under closer supervision.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Receive training in and perform the less difficult inspections of buildings, mobile homes, and other projects in process of construction, alteration, demolition, or repair for their compliance with building and zoning codes and ordinances, sound construction methods, and safe construction practices.

Maintain daily records regarding inspections.

Answer contractor and public questions, concerns, and requests for interpretation related to building codes, proposed projects, and work in progress.

Read and interpret plans and specifications on-site to ensure construction adheres to County-approved plans.

Enforce sign ordinances through inspections of new installations and existing signs.

Evaluate new materials, methods, and building construction processes.

Conduct inspections for various land use permits and business licenses, ensuring compliance with applicable ordinances and codes.

Obtain and maintain up-to-date knowledge of national, regional and County building, electrical, mechanical, and plumbing codes, as well as regulations related to zoning, floodplains, signs, fences, and abatement of dangerous buildings.

Coordinate as needed with code enforcement personnel to conduct investigations in response to complaints received from the public concerning building, zoning, safety, and land use ordinances; interview persons regarding complaints; collect evidence (such as taking photographs); analyze data and determine if violations have occurred, coordinating correction of construction deficiencies with landowners.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Departmental/division policies and procedures.

Federal, state, and local building, safety, zoning, and licensing regulations.

Computer software specific to the department/division.

### **Ability to:**

Perform building inspections for compliance with building and County safety codes.

Detect deviations from plans, regulations, and standard construction practices.

Provide advice and consultation on standard construction methods and requirements.

Apply technical knowledge of building trades work.

Promote and enforce safe work practices.

Recognize construction/safety problems and make recommendations for their correction.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

Major types of building construction practices, materials, and methods.

### **Ability to:**

Make arithmetic calculations quickly and accurately.

Read and interpret building plans, specifications, and blueprints and compare them with construction in progress.

Prepare reports and maintain records.

Read, interpret, and apply building codes, specifications, regulations, policies, and procedures to plans and projects.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Willingness to crawl under buildings. Ability to work on slippery or uneven surfaces and on scaffolding and ladders. Ability to lift and move objects weighing up to 50 lbs. Ability to use office equipment including computers, copiers, telephone, smart phone, and FAX machine. Ability to work under conditions involving exposure to noise, dust, grease, and chemicals. Work is performed both in the office and outside in various types of weather.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*