



CLASS SPECIFICATION

Class Code: 60002105
Date Established: 04/1976
Last Reviewed: 02/2025
Last Revised: 02/2025
Last Title Change:
FLSA: non-exempt
Probation: 12 months

BUILDING INSPECTOR

DEFINITION

Under general supervision, performs skilled building inspection and enforcement work with regard to construction and safety codes and ordinances; performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of progressively responsible experience in building inspection and code enforcement, or in reviewing architectural, structural, electrical or mechanical plans, or as a licensed general contractor; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

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

Must possess an ICC Residential Building Inspector (B1) certification and one additional certification in building, electrical, mechanical or plumbing from ICC at the time of application and must be maintained for continued employment in this classification.

Must obtain an ICC Residential Combination Inspector certification within one year of date of appointment and must be maintained for continued employment in this classification.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Building Inspection class series. Incumbents are expected to perform the full range of Building Inspector duties and work independently in the field, making decisions requiring technical knowledge. Building Inspector is distinguished from Building Inspector Trainee by the fact that incumbents perform the full range of journey level duties with minimal guidance and supervision. It is distinguished from the Building Inspection Supervisor in that Building Inspection Supervisors have supervisory and work coordination responsibilities for other staff.

SUPERVISION EXERCISED

Exercises no supervision.

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

Conduct inspections of buildings, mobile homes, and other projects in process of construction, alteration, demolition or repair for their compliance with building codes and ordinances, sound construction methods and safe construction practices; perform safety and structural evaluations of buildings after a major earthquake or flood.

Maintain records regarding inspections; coordinate and ensure final approvals from all government agencies involved in a project's final acceptance.

Interpret and explain to contractors, developers, engineers, architects, property owners and others applicable building code requirements and alternatives, County code, procedures and policies.

Read, interpret and approve blueprints including structural submittals for code and structure compliance.

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

Research and evaluate new materials, methods and building construction processes for compliance with building and safety codes.

Conduct inspections for business licenses, ensuring compliance with building ordinances and codes.

Investigate complaints of existing buildings to determine appropriate usage and if hazardous or life-threatening safety conditions exist.

Interview persons regarding complaints; collect and preserve evidence; serve written notices of violations in coordination with code enforcement staff.

Analyze data and determine if violations have occurred, in coordination with code enforcement staff; coordinating correction of construction deficiencies with landowners.

May issue stop orders to halt operations that violate codes or are a danger to the public.

Oversee and approve quality assurance or third-party special inspections and reports for residential or commercial construction projects.

Work closely with the District Attorney's Office in preparing cases for court, issue misdemeanor citations to violators in coordination with code enforcement staff and testify in court as required.

May patrol areas of the County to conduct damage assessments after fire, flood, earthquakes, or other natural disasters.

May be mobilized to assist the Regional Emergency Operations Center during emergencies.

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 the full scope of building inspection and code enforcement work with minimal guidance and supervision.

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:

Principles, practices, and applicable regulations and codes related to residential and commercial construction and inspection.

Principles and practices of building inspection and plan review.

Structural engineering concepts and practices related to residential and commercial building design and construction.

Inspection methods and code enforcement practices.

Construction material specifications and product installation standards.

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.

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 work under conditions involving exposure to noise, dust, grease, and chemicals. Ability to work around machinery with moving parts. Work is performed both in the office and outside in various types of weather.

Position requires the completion of minimum 45 hours of continuing education every three years.

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