



March 2019
FLSA: Non-Exempt

BUILDING INSPECTOR I/II

DEFINITION

Under direct or general supervision, performs routine to complex inspections at various stages of construction, alterations, and repair of residential, commercial, and industrial building sites to enforce building, plumbing, mechanical, electrical, and environmental codes, and other governing laws and ordinances, including basic zoning, grading, fire, and safety regulations; ensures conformance with approved plans, specifications, standards, permits, licensing, and safety standards; provides a variety of information to property owners, developers, architects, engineers, and contractors; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Building Official, or designee. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

This is a professional classification series.

Building Inspector I: This is the entry-level classification in the Building Inspector series. Employees in this class receive training, are given detailed instructions in the performance of routine tasks and perform tasks that are more structured and repetitive than those assigned at the II level. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Incumbents are expected to promote to the Journey-level within one (1) to two (2) years of successful performance; however, positions that are limited to duties of a more routine, repetitive nature may be permanently allocated at the I level.

Building Inspector II: This is the advanced-level classification in the Building Inspector series. Incumbents work under general direction from assigned supervisory or managerial personnel and exercise a high level of discretion and independent judgment in performing the full range of routine to complex inspections. Work is normally reviewed upon completion and for overall results. Incumbents also provide lead direction and functional supervision to assigned clerical, technical, and professional staff.

Positions in the Building Inspector class series are flexibly staffed and positions at the II-level are normally filled by advancement from the 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 TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs field inspections of new and existing commercial, industrial, and residential properties at various stages of construction, alterations, and repair for conformance to building codes required by the state and local ordinances and laws, plans, specifications, standards, and architect and engineering drawings related to foundations, framing, electrical, mechanical, heating, plumbing, structure, finish, and a wide variety of other routine to complex building system elements; inspects a variety of structural member factors; examines grade, quality, and treatment of a variety of materials; performs final inspections.
- Confers with legal, fire, public works, and other City staff regarding building, fire, life safety, zoning, and other building code interpretations and applications.
- Assist with the review of building plans for completeness, accuracy, and building code compliance for new construction, alterations, or remodeling of residential, commercial, and industrial structures; ensures compliance with applicable codes and accepted engineering practices.
- Reviews energy calculations to ensure compliance with State codes.
- Posts stop-work orders in response to complaints for unpermitted work, or work not conforming to plans, specs, building codes, and ordinances.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Reviews plans and applications for building permit submittals; issues building permits; and issues certificates of occupancy.
- Schedule appointments with contractors for construction and/or alteration inspections at various phases of completion.
- Reviews damaged buildings for safe occupancy after fires or other disasters and occurrences.
- Consults with the Chief Building Official, and City legal staff regarding legal aspects of building inspection and other matters; attends code interpretation meetings.
- Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction meetings; resolves complaints and problems.
- Conducts follow-up inspections to ensure compliance to code violations; establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings and testifies in hearings and court proceedings, as necessary.
- Prepares and maintains a variety of correspondence, reports, correction notices, and maintains records of inspections and actions taken.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public, as assigned by the Chief Building Official or designee.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- May serve as backup for other positions within the Building Division.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- California construction codes, zoning ordinances, and related codes.
- Basic principles and practices of engineering.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures governing the construction of assigned projects.

- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Safety equipment and practices related to the work, including safe driving rules and practices.
- Mathematical principles including algebra, geometry, and trigonometry.
- Record keeping principles and procedures, report preparation, filing methods, and records management techniques.
- Principles of providing functional direction and training.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- General office procedures, policies, and practices, as well as knowledge of computers and other general office equipment and associated software..
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, regulations, policies and procedures, and departmental policies governing the construction and inspection of buildings.
- Review, understand, interpret, and analyze construction blueprints, plans, specifications, architect and engineering drawings, and maps for conformance with City standards and policies.
- Detect faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Coordinate and deal with contractors, engineers, and property owners, as well as investigate building code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials; maintain accurate and precise records.
- Make accurate mathematic computations.
- Understand and carry out oral and written instructions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Building Inspector I: Equivalent to graduation from the twelfth (12th) grade and two (2) years of journey-level experience in craft work in the building trades, or processing permit applications and enforcing various building and/or planning codes, or reviewing plans for compliance with regulations and codes.

College-level coursework in building inspection, engineering, architecture, construction technology, or a related field is preferred.

Building Inspector II: Equivalent to graduation from the twelfth (12th) grade supplemented by college-level coursework or technical training in construction technology, building inspection, or a related field, and three (3) years of responsible experience inspecting residential, commercial, or industrial buildings, or two (2) years of experience as a Building Inspector I at the City of East Palo Alto. When filled from the outside, the employee is required to have three (3) years of experience that allows the employee to meet the qualification standards for the Building Inspector II.

Licenses and Certifications:

Building Inspector I:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of a valid International Code Council (I.C.C.) Residential Building Inspector Certificate at the time of appointment; and must obtain residential certifications in at least one (1) of the following residential disciplines: Mechanical, Electrical, and/or Plumbing Inspection within 12 months of hire; and must obtain the remaining two (2) residential certifications (for a total of four [4] certifications) within 24 months of hire
- Note: Certificates must be issued by the International Association of Plumbing and Mechanical Officials (IAPMO) or the International Code Council (ICC). Alternative certifications recognized by IAPMO and/or ICC may be substituted if determined acceptable

Building Inspector II:

- Possession of two (2) certifications in both Commercial and Residential Building, Mechanical, Electrical, and/or Plumbing Inspection (total of four [4] certifications). Must obtain the remaining four (4) commercial and residential certifications within these disciplines (for a total of eight [8] certifications) within 24 months of hire. Must obtain certification as a Residential Plans Examiner within 36 months of hire.

OR

- If possessing a minimum of two (2) years of experience as a Building Inspector I with the City of East Palo Alto, candidates must also possess certifications as a Commercial and Residential Building, Mechanical, Electrical and Plumbing Inspector (total of eight [8] certifications). Must obtain certification as a Residential Plans Examiner within 24 months of hire.

Note: Certificates must be issued by the International Association of Plumbing and Mechanical Officials (IAPMO) or the International Code Council (ICC). Alternative certifications recognized by IAPMO and/or ICC may be substituted if determined acceptable

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections;

color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. 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. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally 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.