GENERAL PURPOSE

The Building Inspector II, under general supervision of the Planning and Building Director performs a variety of building inspection duties at various stages of construction, alteration and repair and assists in the review of building plans and specifications.

DISTINGUISHING CHARACTERISTICS

The Building Inspector II is a journey level, non-exempt position who is expected to perform the entire range of moderately difficult combination of inspections (building, plumbing, mechanical and electrical) on a variety of residential and commercial buildings. The Building Inspector II is distinguished by the higher level of skill, experience and certifications required.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Conducts field inspections of new and remodeled residential and commercial structures during various stages of construction and upon completion to ensure compliance with applicable building, electrical, mechanical, and plumbing codes.

Responds to requests for information regarding codes, inspections or complaints; investigates violations or complaints and discusses difficult problems or disagreements on interpretation with the Planning and Building Director.

Reviews plans and applications for building permits; processes applications over the counter; issue building permits; issue certificates of occupancy; assists the public in the completion of forms and applications for building, electrical, plumbing, and mechanical permits.

Assists in the checking of building plans; assures proper and safe installations of routine and complex building systems.

Coordinates inspection activities with other City departments and divisions; makes field review of plans and specifications.

Participates in training for inspectors and keeps current on new codes, ordinances, laws and amendments.

Confers with architects, contractors, builders and the general public in the field and at the counter; issues correction notices; explains and interprets requirements and restrictions.
Maintains inspection and permit records and files, and prepares inspection reports.

Prepares correspondence, research new or amended codes or regulations, or performs related duties as assigned.

**QUALIFICATIONS**
Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying.

**Knowledge, Skills and Abilities:**

**Knowledge of**
Principles and practices of building, plumbing, mechanical and electrical codes; applicable city, county, state and federal laws, codes, ordinances and regulations, including the California Building Code, Plumbing Code, Mechanical Code, and Electrical Code; Uniform Housing Code, basic zoning, grading, and drainage requirements.

Acquired knowledge of state laws that pertain to non-residential accessibility, energy conservation, and green building.

Building inspection procedures and policies; typical construction methods and materials; principles of structural design, engineering mathematics and building plan review.

Good customer service practices.

Modern office methods, practices, procedures and equipment.

**Skills/Abilities**
Interpret, apply, and explain complex codes, laws and regulations; read and interpret construction plans and specifications; review and interpret architectural, grading, topographical and related drawings.

Use of common office software and computer, calculator, telephone, copying machine, and other tools related to building inspection.

Respond to the public's and staff's requests for assistance both on the phone and in person; establish and maintain effective working relationships with those contacted in the course of work.

Prepare clear, concise and competent reports, correspondence and other written materials; perform complex mathematical calculations rapidly and accurately; ability to sort and file documents.

Communicate pleasantly and effectively with the public and City staff.

Work independently in the absence of supervision; exercise initiative and sound independent judgment within general policy guidelines; exercise safe work and driving practices.

Sit and/or stand up for up to two hours at a time; lift up to 40 pounds; drive a city vehicle.

Conduct field inspections on a daily basis by driving and frequently entering and exiting an automobile.

Inspect buildings while under construction including climbing ladders, crawling through attics and walking on roof tops.

**Education and Experience:**
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

**Education**
Must possess a high school diploma or equivalent. College level coursework in the inspection field is desirable.

**Experience**
Building Inspector II requires a minimum of five years of full-time increasingly responsible experience performing building inspection work.

**Licenses/Certificates**
Current certifications by the International Code Council (ICC) as a Building Inspector, Electrical Inspector, Plumbing Inspector, and Mechanical Inspector are required.

Possession of a valid California Class C driver’s license.

**Physical Demands and Work Environment**

**Physical demands**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. Employee is frequently required to sit, stand, walk, crawl, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. Employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work environment**
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee generally works 30% indoors and 70% outdoors. The work environment indoors is usually in a temperature-controlled office; some travel is required. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.

Department: Planning and Building
FLSA Status: Non- Exempt
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