

**BUILDING INSPECTOR I**  
**BUILDING INSPECTOR II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, to inspect commercial and residential buildings in all stages of construction or renovation in order to determine compliance with zoning and building ordinances, codes and regulations and to perform related duties as assigned.

**CLASS CHARACTERISTICS**

**Building Inspector I** – This is the entry level class in the Building Inspector series. This class is distinguished from the Building Inspector II by the performance of the more routine tasks and duties assigned to positions within the series including the least complicated building inspections, processes simple building permit applications, and answers easier questions regarding state and local building and related codes and ordinances. The minimum one year training period allows the incumbent to learn the pertinent codes, ordinances, and regulations and to learn office and field operations of the division. Since this class is typically used as a training class, employees may have only limited or not directly related work experience. Advancement to the “II” level is based on demonstrated proficiency in performing the assigned functions and obtaining the International Code Council (ICC) Building Inspector Certification. Advancement is not based on time in grade but solely at the discretion of the department director and the organizational needs of the department.

**Building Inspector II** – This is the full journey level class within the Building Inspector series. Employees within this class are distinguished from the Building Inspector I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the “I” level, or when filled from the outside, have prior experience.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Inspects residential and commercial buildings during all stages of construction or renovation to ascertain conformance with the Municipal or State codes and advises builder of deficiencies and required corrections; investigates building construction projects for conformance to zoning provisions; investigates violations and complaints of violations; confers with professionals and the general public in the field and office at the front counter; explains and interprets requirements; completes inspection cards and reports; keeps accurate written records of activities; advises contractors, builders and public on matters pertaining to requirements, easements and plot plan requirements; performs routine inspections and assists in more difficult inspections; stays abreast of changes in building and zoning codes.

## **MINIMUM QUALIFICATIONS**

### **Building Inspector I and II**

#### **Knowledge of:**

- Building tools and materials, accepted safety standards and modern methods of building construction.
- Local and State building and related codes and ordinances enforceable by the City.
- Basic principles of structural engineering.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office procedures, methods and equipment including computers and applicable software applications.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.

#### **Ability to:**

- Make simple structural computations.
- Maintain cooperative working relations with builders, contractors, the general public and fellow employees.
- Enforce necessary regulations with firmness and tact.
- Follow proper inspection techniques.
- Read and interpret building plans and specifications.
- Deal effectively with the public and secure the cooperation of individuals associated with the building trade.
- Keep accurate records; prepare clear and concise oral and written reports.
- Learn elements of California Building Code and related laws and ordinances and apply to specific situations to determine compliance with the law.
- Maintain and update accurate records and files.
- Prepare clear and concise reports.
- Perform basic arithmetic calculations accurately.
- Work independently and efficiently to carry out assignments.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

### **Experience and Training**

#### **BUILDING INSPECTOR I**

**Experience:** Four (4) years in the construction and/or building trades OR two (2) years in the construction and/or building trades and an Associate's degree from an accredited college or university in construction inspection.

**No previous building inspection experience is required.**

**Training:** Equivalent to the completion of the twelfth grade or GED equivalent.

**License/Certificate:**

- Possession of an appropriate, valid driver's license.
- Possess an International Code Council (ICC) Commercial or Residential Building Inspector Certification within twelve (12) months of hired date.

As a condition of employment, the incumbent must obtain an International Code Council (ICC) Commercial or Residential Building Inspector Certification within twelve (12) months of hired date.

- **Internal candidates:** Failing to obtain an International Code Council (ICC) Commercial or Residential Building Inspector Certification within twelve (12) months of hired date will be reverted to their previous classification.
- **External candidates:** Failing to obtain an International Code Council (ICC) Commercial or Residential Building Inspector Certification within twelve (12) months of hired date will be terminated without right of appeal.

**BUILDING INSPECTOR II**

**Experience:** One (1) year performing building inspections for a governmental agency.

**Training:** Equivalent to the completion of the twelfth grade or GED equivalent.

**License/Certificate:**

- Possession of an appropriate, valid driver's license.
- Possess a current International Code Council (ICC) Commercial Building Inspector Certification.

**WORKING CONDITIONS**

**Environmental Conditions:** Office and field environment; travel from site to site to conduct building inspections; extensive public contact.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting, walking and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings and conduct building inspections.