CITY OF OCEANSIDE

REVISED: JULY 2013
JOB CODE: CSERV14
UNIT: OCEA

BUILDING INSPECTOR III

*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 direction, to perform advanced journey level building inspection duties in all stages of construction or renovation in order to insure compliance with municipal ordinances, codes and regulations; to assist people inside and outside the organization to enforce applicable building codes in plan review and field inspections; to assure safety and minimum standards in the community for building construction and related activities; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Building Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties including the examination and approval of building plans for compliance with state and local codes and regulations, electrical inspections, and the conduct of building inspections at all stages. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and may provide lead direction and training to less experienced inspectors.

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.*

Performs the more difficult and problematic tasks in a variety of inspection activities; examines and approves building plans for compliance with State and local codes and regulations; may advise subordinates on code interpretation problems encountered in the field; may assign and review subordinates' log routes to ascertain whether they are correctly and efficiently utilizing their time; reviews subordinates' daily correction notices for clarity, completeness and accuracy; interprets and enforces provisions of applicable codes, ordinances and regulations; reads and interprets plans, drawings, diagrams and specifications; meets with applicants, designers, contractors and the general public to provide code interpretations for specific projects; conducts field training for new inspectors and on-going training to the experienced inspectors on a regular as-needed basis; performs the regular inspections of buildings during all stages of construction or renovation to ascertain conformance with Municipal, State and local codes and advises builder of deficiencies and required corrections; assists the Building Inspectors with all other types of inspections; performs the more difficult and problematic inspections; consults with supervisor regarding difficult and problematic inspections and keeps him/her informed as to the course of action.

MINIMUM QUALIFICATIONS

Knowledge of:

- Building tools and materials.
- Accepted health and safety standards and modern methods of building construction.
- State, County and City laws, codes and ordinances relating to building construction and zoning.
- Basic principles of structural engineering.
- Principles and techniques of building electrical, plumbing and/or mechanical inspection.
- 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:

- Interpret provisions of the Uniform Building Code and related codes, ordinances and regulations enforceable by the city.
- Enforce necessary regulations with firmness, diplomacy and tact.
- Establish and maintain cooperative working relations with builders, contractors, engineers, architects, the general public and fellow employees.
- Provide written and oral communication in an effective and clear manner.
- Exercise independent judgment and initiative in dealing with daily inspection issues and problems.
- Maintain and update accurate records and files.
- Prepare clear and concise reports.
- Perform 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 Guidelines

Experience: Two years of full-time experience with a government agency inspecting buildings during all stages of construction and/or renovation.

Training: Equivalent to an Associate's degree from an accredited college or university with major course work in construction inspection or a related field.; or I.C.C. Certification as a Combination, Electrical, Plumbing or Mechanical Inspector; or 60 college semester hours related to Building Inspection or Construction Technology; or an equivalent combination of education and experience.

License or Certificate:

- Possession of an appropriate, valid driver's license.
- Possession of ICC Combination Inspector, Electrical Inspector, or Plans Examiner certification, depending on area of assignment.

WORKING CONDITIONS

Environmental Conditions: Office and field environment to conduct building inspections; exposure to computer screens; inclement weather conditions; construction sites; 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 to conduct building inspections.