

COMBINATION BUILDING INSPECTOR I

DEFINITION

Under immediate supervision enforces various building, plumbing, electrical, heating, ventilation, refrigeration, housing, zoning and related codes and ordinances; reviews and checks plans and specifications; inspects buildings and structures in various stages of construction, alteration and repair and performs other related work as required.

DISTINGUISHING CHARACTERISTICS/FEATURES

This is the entry level classification in the Combination Building Inspector series. Work in the class is closely monitored and performed under immediate supervision, particularly during early stages of employment. As incumbents learn the job, they are expected to perform more autonomously with less supervision provided. It is distinguished from the Combination Building Inspector II classification in that the journey level is responsible for more complex assignments, working with greater independence, and requires multiple certifications from the International Code Council.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions

Essential Duties

1. May assist or perform review of sketches and architectural plans of buildings to be constructed, reconstructed, converted, altered, repaired, moved or demolished for conformance with building, plumbing, electrical, heating, ventilation, refrigeration, housing, zoning and related local and state codes and ordinances; inspects buildings for compliance with such regulations and notifies builders of any required changes.
2. May assist or perform review and approval of permit applications and issues appropriate [documents/certificates](#).
3. May assist or perform inspection of buildings and various electrical, plumbing, gas appliance and heating and ventilating and other related installations.
4. May assist or perform investigation of complaints of building, plumbing, housing, wiring, heating, ventilation, refrigeration and zoning violations.
5. Maintains records and prepares inspection and investigation reports.
6. Maintains up-to-date knowledge of approved methods, materials, and equipment pertaining to building plumbing, heating, ventilation, refrigeration and electrical construction; may attend meetings and conferences of inspection officials.
7. Answers questions and gives information regarding plumbing, mechanical, building, zoning, housing, electrical, and related codes and ordinances.
8. Assists in court actions involving building, zoning, plumbing, heating, ventilation, and electrical violations.

Other Duties

1. Performs related duties as assigned.

WORKING CONDITIONS:

- Work is performed in both indoor office environment and offsite settings.
- Exposure to wet or humid conditions; extreme cold or extreme heat.
- Exposure to dust, fumes and/or allergens, construction materials and exhaust of equipment.
- Exposure to excessive noise, construction noise, heavy equipment, compressors, generators, and various loud impact tools.
- Exposure to unpleasant odors, sewage gas, and construction material particles.
- Exposure to vermin, insects, and parasites in crawl spaces and attics.
- Work near hazardous/moving equipment or machinery.

- Work at heights, roof tops, scaffoldings, ladders and elevated areas.
- Work in confining space (storage tank/vat, sewer, manhole, tunnel, pipeline, pit, duct, well, vault, and/or trench).
- Work with hostile and/or offensive individuals such as contractors, homeowners, and project managers in interpreting and enforcing departmental policies and procedures.
- Use of protective clothing equipment, devices, and materials.
- Travel to City work sites, locations, and meetings to conduct work.

PHYSICAL DEMANDS:

- Sitting for extended periods of time.
- Frequent standing to inspect sites.
- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer keyboard, electrical testers during inspections, calculator and to operate standard office equipment.
- Vision abilities or the ability to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Reach with hands and arms; repetitive movements of hands or wrist; climb or balance; stoop, crouch, squat, crawl, walk; twist and bend from the waist.
- Hearing and speaking to present and exchange information and to communicate in person and by telephone with governing bodies, stakeholders, and relevant departments and partners.
- Smelling to detect gas leaks and code violations for habitability.
- Ability to lift and push up to 50lbs.
- Ability to carry up to 10lbs.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or equivalent.

Experience: Five~~Two~~ years of journey level building construction.

-Or

One year of inspection experience plus three years of journey level building construction or equivalent.

Knowledge

Knowledge of building construction, electrical installation and repair, and plumbing and mechanical methods and materials; California Building, Fire, Plumbing and Mechanical Codes and National Electric Code and related state and local laws; proper inspection methods; safe work practices and procedures; legal procedures involved in the enforcement of codes and ordinances.

Ability

Ability to effectively organize and implement a code enforcement program; learn and enforce a wide variety of codes, ordinances, laws and regulations; work in confined spaces and climb and exit a ladder/scaffold above three stories; respond to inquiries, complaints and requests for service in a fair, tactful and firm manner; investigate, document and resolve complaints or make other appropriate dispositions; establish, organize and maintain record keeping systems; interpret and analyze information, draw valid conclusions and project consequences; maintain level of knowledge and certification required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff.

Other Requirements

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TI: Human Resources Department

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Possession of ~~one (1)~~ of the following International Code Council certifications within one (1) year of appointment: [Residential Building Inspection \(B1\)](#), [Plumbing Inspection \(P1\)](#), [Mechanical Inspection \(M1\)](#) and/or [Electrical Inspection \(E1\) for the designation of; Residential Combination Inspector Designation or](#) equivalent certifications as recognized by the City.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.