

4/3/2019

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 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

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 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.

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.

Experience: Two years of journey level building construction or inspection experience 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

Possession of one (1) of the following International Code Council certifications within one (1) year of appointment: Building Inspection, Plumbing Inspection, Mechanical Inspection and/or Electrical Inspection; 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.

r: 3/14/2019

TI: Human Resources Department

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