

BUILDING INSPECTOR II

GENERAL PURPOSE

Inspects buildings and structures in all stages of construction, alteration and repair for conformance with approved plans and building codes; reviews building plans and specifications for proper design and code conformance; enforces building, plumbing, electrical, mechanical, energy and disabled access codes and ordinances; performs other work as required. Conducts code enforcement activity to ensure compliance with local, state, and federal standards.

Building Inspector I/II is a flexibly staffed series. Building Inspector II is the journey-level class in which incumbents independently perform residential and small commercial building and grading inspections within established guidelines. The class of Building Inspector II is distinguished from Building Inspector I by the latter's responsibility for performing complex and difficult building and grading inspections and also by the latter's responsibilities for acting as a leadworker and training lower level staff.

SUPERVISION RECEIVED

Works under the general supervision of the Building Official and performs a wide variety of residential and commercial building and grading inspections and associated activities; and performs related duties as required.

SUPERVISION EXERCISED

May exercise supervision over Building Inspector I, part-time, temporary or other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related or a logical assignment to the class.

1. Assists applicants in completing building and grading permit applications; answers questions regarding building code construction requirements at the public counter and on the phone.
2. Advises property owners, builders and the public regarding compliance with zoning and building regulations, property maintenance standards, structure design standards, regulatory practices.
3. Checks complex plans and makes inspections of residential, commercial, and industrial buildings, and related installations for compliance with applicable codes and ordinances, including structural, electrical, plumbing, grading, zoning, and mobile homes.

4. Calculates fees for residential and commercial buildings; studies technical materials related to codes and their interpretation; keeps necessary records of permits and fees.
5. Conducts onsite inspections and re-inspections, grading projects, and substandard structures for violations of housing, building, health and zoning codes/ordinances; receives and investigates complaints of code violations and issues correction notices, stop work orders, and citations; collaborates with the offices of the District Attorney, Zoning Administrator, Health Officer, Planning Commission and other agencies to resolve violations; prepares reports and case documentation, and attends hearings and court proceedings and acts as an expert witness.
6. Plans and recommends code enforcement strategies and policies; develops code enforcement procedures and schedules; assists planners in preparing new municipal codes or revising existing ordinances.
7. Prepares correspondence to educate the public and advise individuals on the status of code enforcement activities.
8. Issues "Stop Work" notices and reports findings. Prepares and maintains reports and documents relative to inspection activities.
9. Inspects fire and storm damaged buildings.
10. Participates in training courses and conferences. Receives training and advises City staff, property owners, builders and the public regarding compliance with Title 24 accessibility requirements and associated ADA regulations. Keeps abreast of changes in codes, ordinances and construction methods and materials.
11. Maintain Building functions during times of Building Officials absence, vacation etc.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from a standard senior high school or GED equivalent, certification by the I.C.C. as a Building Inspector **and** one of the following specialty certifications: Plumbing Inspector, Mechanical Inspector, Electrical Inspector or,
2. Three years of building construction experience that included responsibility for performing construction inspections; or,
3. One year of experience performing duties equivalent to the class of Building Inspector I with the City of Capitola; or,
4. A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

Necessary knowledge, Skills and Abilities:

- A. Applicable codes and ordinances governing building construction and grading; current building construction methods and materials; proper inspection methods; basic housing, health, and zoning codes; building alteration, rehabilitation, and repair techniques; and basic arithmetic.

- B. Skill in the operation of the listed equipment.
- C. Ability to: interpret and enforce applicable codes, regulations and ordinances relating to building construction and structural requirements; apply technical knowledge of building trades; use sound inspection methods to examine workmanship and materials and to detect deviations from plans, specifications and standard installation practices; read and interpret diagrams, plans and specifications; make mathematical computations rapidly and accurately.
- D. Establish and maintain cooperative working relationships.
- E. Read and interpret building and grading plans and specifications; learn, apply, and interpret building codes and grading regulations; learn and apply methods and system of legal enforcement and prosecution; learn to use personal computers; deal effectively with the public to secure cooperation and maintain good relationships; maintain objectivity and impartiality; and make arithmetic calculations.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one by start of employment. I.C.C. certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; copy machine, fax machine, portable radio; phone; ladder or scaffolding; tape measure.

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. Work is performed in office and outdoor settings. Outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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