



# BUILDING INSPECTOR

## **DEFINITION**

Under the direction of the Community Development Director, or his/her designee, to perform field inspections of residential and commercial buildings and related structures in all stages of construction, alteration and repair, to interpret and enforce building, plumbing, electrical, mechanical and other codes and ordinances related to building construction; to review constructions plans for adherence to established building codes and ordinances; and to perform related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

The classification of Building Inspector has the sole responsibility for the building plan check and inspection activities of the Community Development Department. The Building Inspector must have a thorough knowledge of the principles and practices of building codes, ordinances and regulations. The Building Inspector must have the ability to perform building inspection work requiring the use of considerable independent judgment and initiative.

## **ESSENTIAL JOB FUNCTIONS**

Duties may include, but are not limited to, the following:

- ▶ Confer and correspond with the general public, owner-builders, architects, contractors, builders, engineers and other City staff members in the field and office on permits, plans, building requirements or inspections.
- ▶ Keep current on and enforce all codes as adopted by the City and state, and local regulations applicable thereto including, but not limited to, California Building Codes (California Code of Regulations – Title 24), City sign regulations, City zoning laws and all other applicable provision of the Sonora Municipal Code.
- ▶ Make recommendations on City policy and programs related to City building and planning activities.
- ▶ Conduct plan checks to insure compliance with applicable building codes and other applicable state and local regulations, route plans to other affected departments, and distribute plan check submittal to builders/contractors/architects/engineers for correction. Issue permits for work to be performed and determine the proper assessment of fees.
- ▶ Make field inspections of commercial, industrial, single and multiple family buildings during various stages of construction and remodeling to assure compliance with approved plans, applicable codes and regulations of the City, state and federal agencies. Coordinate inspection activities with other departments and agencies.

- ▶ Maintain records of building and inspection activity and complete related reports as required.
- ▶ Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- ▶ Attend meetings, seminars, training, etc., as appropriate to enhance job knowledge and skills.
- ▶ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ▶ Principles and practices of building plan examination and the review process.
- ▶ Building related codes and ordinances enforceable by the City including the California Building Codes (California Code of Regulations – Title 24), and municipal zoning and sign ordinances.
- ▶ Research methods and sources of information related to building code enforcement.
- ▶ Safety standards and methods of building construction for commercial, industrial and residential buildings.
- ▶ Principles of structural design, engineering mathematics and soil engineering.
- ▶ Proper inspection techniques to examine the quality of work and materials, and detect deviations from plans, regulations and standard construction practices.
- ▶ Modern office practices and technology, including the use of computers for data and word processing.

### **Ability to:**

- ▶ Interpret, apply and enforce applicable codes, laws, ordinances, rules and regulations.
- ▶ Advise on standard construction methods and requirements for residential, commercial and industrial buildings.
- ▶ Research methods and sources of information related to building code enforcement.
- ▶ Analyze, interpret and check plans, specifications and calculations.
- ▶ Perform required mathematical computation with accuracy.
- ▶ Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.
- ▶ Perform entire range of inspections including building, electrical, fire, plumbing and mechanical for residential, commercial and industrial construction.
- ▶ Perform journey level inspection skills in a variety of specialty trade areas and to perform competent and efficient work as a Building Inspector.
- ▶ Increase knowledge of building related codes and ordinances enforceable by the City, including California Building Codes (California Code of Regulations - Title 24), State Housing Law, basic zoning, grading and flood zone regulations.
- ▶ Establish and maintain accurate logs and records.
- ▶ Learn City and departmental methods, practices and procedures.

- ▶ Use a computer with proficiency and familiarity; collect, analyze and summarize data using computer application programs.
- ▶ Establish and maintain effective working relationships with those contacted in the course of the work.
- ▶ Communicate clearly and concisely, both orally and in writing.
- ▶ Work independently with minimal supervision. Organize and schedule work tasks and assignments to meet established deadlines.

**Education/Experience:**

- ▶ High School Diploma or Equivalent.
- AND
- ▶ Two (2) years of experience as a building inspector performing work within one or more inspection disciplines in another city or county government agency.
- OR
- ▶ Four (4) years of journey level experience in the building construction field or closely related skilled trades field.

**License, Certification, Registration Requirements:**

Possession of a valid California Driver’s License at the time of appointment and must be maintained thereafter as a condition of continued employment.

Possession of a current International Code Council (ICC) certification as a Residential Building Inspector and obtain certification as a Commercial Building Inspector, if not currently held, within one year of appointment. Other specialized certifications related to building inspection or plan review is desirable.

**WORKING CONDITIONS**

Current physical and mental requirements for this position are: frequent sitting; walking and standing; bending, twisting, climbing, squatting and kneeling; complete work under deadlines; have memory capacity to recall details and events; distinguish between critical information and background noise/distractions/ solve problems based upon applications of established codes, policies and procedures; and must be free from physical conditions that might adversely affect the ability to perform job functions in a variety of indoor and outdoor working environments.