

**BUILDING INSPECTOR I**  
**BUILDING INSPECTOR II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed in a job.*

**DEFINITION**

Under direct and general supervision, assist in issuing building permits; conduct inspections of residential and commercial building structures and installations during construction, alteration, and repair; determine that construction, alterations, and repairs are in conformance with building codes and ordinances; investigate and secure compliance with housing, zoning, environmental, and general land use standards; inspect construction projects under direction from engineering; and, respond to questions regarding code enforcement and structural requirements for the public, architects, engineers, and contractors.

**DISTINGUISHING CHARACTERISTICS**

Building Inspector I/II is a flexibly-staffed class series. Positions are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties, (3) the employee possesses a Combination Inspector Professional Certificate issued by the International Code Council.

Building Inspector I is the entry level into the series. Initially under close supervision, incumbents learn to perform building inspection duties for residential, commercial, and industrial structures. As experience is gained, there is greater independence of action within established guidelines and incumbents are expected to perform a broader scope of duties and handle the more complex inspections.

Building Inspector II is the experienced, journey level class, fully competent to independently perform the full range of building inspection and code enforcement duties for residential, commercial, and industrial structures and to perform the more difficult and complex inspections using professional judgment. Incumbents are also expected to make sound decisions based on a broad level of knowledge of code requirements and City policies and procedures. This position is distinguished from the Chief Building Official in that the latter is responsible for first line supervision, works more independently, and exercises a greater degree of discretion in execution of duties

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following. For Building Inspector I, duties are performed at the entry level:

- Conduct field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling to assure compliance with applicable city, county, state, and federal codes and regulations.
- Assist at public counter, process permits at completion, receive plans and perform minor plan checks, and other miscellaneous counter activities as needed.

- Monitor plan activity tags and route plans, review plans at intake for completeness, perform minor plan checks, and other miscellaneous counter activities.
- Maintain files of inspections, plan check activities, and findings.
- Issue correction notices detailing noncompliance with codes and regulations.
- Perform inspection duties in several trade specialties such as plumbing, electrical, mechanical, structural, and finish trade areas.
- Inspect construction projects including grading, underground utilities, encroachments, curbs, gutters, paving, and irrigation systems; ensure conformance to construction plans and engineering standards for final approval from engineering.
- Track and monitor status of construction progress and materials used under direction from engineering; process permits as approved, including encroachment and overweight/size permits for final approval from engineering.
- Coordinate construction projects with operations and maintenance staff.
- Conduct field reviews of plans and specifications.
- Answer telephone inquiries regarding building and safety.
- Inspect foundations, framing, plastering, plumbing, heating, electrical installations, and a large variety of other building elements in commercial and residential construction.
- Ensure conformance with all adopted federal, state, and local codes.
- Confer with architects, contractors, builders, engineers, and the general public in the field and office and responds to general questions on building and zoning.
- Keep accurate records and prepare reports.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

**Note:** The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

### Knowledge of:

- Practices, tools, equipment, and materials used in the general construction trades.
- Accepted safety standards and methods of building construction.
- Qualities of various construction materials.
- Building and related codes and ordinances.
- Uniform Building, Plumbing, and Electrical Codes.
- State Housing Act of California.
- Zoning and land use ordinances.
- Inspection methods and techniques.
- Mathematics related to the building trades.

### Ability to:

- Understand and follow oral and written instructions.
- Communicate clearly and concisely, orally and in writing.
- Operate a variety of vehicles and mechanical equipment safely and effectively.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with minimal supervision.

**Minimum Qualifications**

**Experience and/or Education:**

**Building Inspector I:**

EITHER: Three years of full-time journey level experience in one of the following trades: carpentry, plumbing, mechanical, or electrical; -OR- one year of building/construction inspections experience, preferably in a governmental agency.

**Building Inspector II:**

EITHER: Eighteen (18) months of full-time experience as a Building Inspector I with the City of American Canyon; –OR- Three years of building/construction inspections experience, preferably in a governmental agency; -OR – Certificate of completion from an accredited college in building/construction inspection.

**Certificate:**

**Building Inspector II only:**

A Combination Professional Inspector Certificate issued by the International Code Council is required at the time of appointment and must be maintained as a condition of employment.

**License Requirement:**

**Both Levels** - Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

**Other Requirements:**

Evening, weekend, or holiday work may be required.

<b>Classification</b>	<b>Adopted</b>	<b>Revised</b>	<b>Retitled</b>	<b>Class Code</b>	<b>FLSA Designation</b>	<b>Rep Unit</b>
Building Inspector I		12/09		4415	Non-Exempt	4
Building Inspector II		12/09		4416	Non-Exempt	4

APPROVED: \_\_\_\_\_  
Human Resources Director

Date: \_\_\_\_\_