BUILDING CODE COMPLIANCE INSPECTOR

DEFINITION

Under supervision, performs responsible work in the areas of building, electrical, mechanical, plumbing, energy, zoning, and fire protection inspections. Performs other duties as required.

SUPERVISION RECEIVED AND EXCERCISED

Receives immediate supervision from either the Chief Building Official or the Senior Building/Code Compliance Inspector.

EXAMPLES OF DUTIES

- Inspects residential, commercial, and industrial occupancies for compliance with building, electrical, mechanical, plumbing, energy, zoning and fire protection codes and standards.
- Recommends solutions or corrective actions to problems, and takes follow up actions to ensure discrepancies are corrected.
- Reviews plans, specifications and construction drawings for compliance with applicable codes, city ordinances, and regulations.
- Communicates effectively, both orally and in writing.
- Writes reports and prepares correspondence pertaining to assigned duties.
- Keeps pertinent records; utilizes personal computers to perform word processing functions.
- Consults with architects, engineers, contractors, business owners, and homeowners.
- Uses appropriate safety practices.

QUALIFICATIONS

Knowledge of:

- Accepted construction and fire prevention methods and practices.
- Construction material and usage.
- Building, electrical, mechanical, plumbing, energy, and fire code requirements.
- Personal computer operating systems and software.
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QUALIFICATIONS (continued)

Ability to:

➢ Read and interpret construction plans, specifications and calculations.

➢ Apply building, electrical, mechanical, plumbing, energy, and fire codes.

➢ Communicate effectively both orally and in writing.

➢ Work independently.

➢ Establish and maintain effective working relationships with those contacted in the course of work.

➢ Utilize personal computers and computer software to perform word processing functions.

➢ Exercise initiative and sound independent judgment within established guidelines.

Other Requirements:

➢ Possession of a valid California Driver’s License and have a satisfactory driving record.

➢ Perform various physical activities on a continuous basis including standing, sitting, walking, bending, kneeling, crouching, stooping, squatting, climbing, twisting upper body, and work outside in extreme cold or heat.

Experience and Training

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

➢ Equivalent to graduation from high school, and either journey-level craft experience in the building trades


OR

➢ One (1) year experience in performing building and/or fire and enforcement activities.