



JOB DESCRIPTION

Building Inspector

Date Prepared: June 16, 2015

Class Code: 7230

SUMMARY: Under basic supervision, examines, reviews and performs complex plan check review and inspections of buildings to ensure compliance with building code regulations, local ordinances and state laws.

DISTINGUISHING CHARACTERISTICS: The Building Inspector is the journey level classification within the Building Inspector series, responsible for performing complex work assigned to the series. Positions at this level possess a specialized knowledge, are assigned tasks up to the journey level, and require the acquisition of Building certification.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Reviews construction plans and documents for residential, industrial, and commercial buildings and systems for code compliance including general building, and disability accessibility requirements.
- Reviews plans and construction work for proper installation methods and use of compliant materials.
- Inspects work during various phases of construction for compliance; orders corrective action as necessary; prepares reports of inspections and completed work; approves compliant work.
- Investigates code violations; posts "stop work" orders; prepares reports of findings.
- Assists in the coordination of inspection activities with other City departments.
- Performs occupancy, zoning, land use and code enforcement inspections; issues compliance orders and/or citations; prepares case logs; serves as a witness regarding appeals to enforcement cases.
- Assists the public at the permit counter; provides general information; advises and interprets codes to the general public, contractors, engineers, architects and others as required; calculates fees and issues permits.
- Coordinates construction progress with other City departments, divisions and/or external agencies.
- Maintains all public records for public examination.
- Assists in arranging, initiating, coordinating, and overseeing special inspections and checks test results for conformance to specification requirements.
- Performs calculations to assure proper sizing of systems. Reviews and examines materials delivered to job sites to ensure compliance with specifications and submittals.
- Maintains inspection records and documentation on an automated data base.
- Assists in the preparation of new regulations; recommends revisions of existing regulations.
- Maintain public records for public examination.
- Attends various seminars and training courses for professional development.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Associate Degree in Architecture, Engineering, Construction Management or a closely related field preferred; AND two years of building inspection experience.

Knowledge of:

- City organization, operations, policies, and procedures.
- Methods, techniques and materials used in the design and construction of residential, industrial and commercial structures.
- Plan reading for residential and commercial projects.
- Building codes
- CalGreen building codes.
- California Energy Code.
- General provisions of housing, and building, codes and ordinances.
- Methods of investigation used in code enforcement.
- Modern developments, current literature and information sources regarding construction and design.
- Customer service standards and protocols.
- ADA requirements

Skill in:

- Performing plan reviews of architectural drawings and records.
- Reading and interpreting complex building plans.
- Reviewing energy calculations.
- Coordination with utilities.
- Maintenance of all public records for public examination.
- Maintenance inspection of records and documentation on an automated data base.
- Reading and interpreting blueprints and specifications.
- Following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with supervisors, co-workers, property owners, business owners, building tenants, contractors, external public and private organizations and the general public.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

International Code Council Commercial Building Inspector.

International Code Council Residential Building Inspector

International Code Council Plans Examiner

Must obtain Safety Assessment Program Inspector certificate within one year of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions and hazardous chemicals. May be required to climb ladders, work within confined spaces and/or trenches.