
**TEMPLE CITY
CLASS SPECIFICATIONS**

BUILDING INSPECTOR

DEFINITION:

Under general supervision, conducts field inspections and checks residential, commercial and industrial construction, alteration, or repair of buildings and other structures; enforces codes related to building, plumbing, electrical, mechanical, structural, and finish trade areas; performs plan review and provides building code information to the public; performs other related duties as required; approves submitted building plans for compliance with building, zoning, mechanical, plumbing, electrical, housing, and related codes and regulations governing the construction, alteration, repair, and use of buildings and structures; prepares comprehensive plan check reports.

EXAMPLE OF DUTIES:

Performs the full array of residential, commercial, and industrial building construction, remodel, and repair field inspections to ensure the health, safety, and welfare of the public; determines existence and type of various building code violations; compiles, analyzes, and evaluates findings of investigations and inspections; interacts with architects and construction contractors to ensure code compliance; performs follow-up inspections as required; ensures compliance with all applicable municipal building related codes and regulations; issues standard construction and occupancy permits and approves final inspection certificates.

Conducts periodic residential and commercial field inspections before and during construction, remodeling or repair; ensures compliance with building and related codes and regulations; checks the safety of construction and installation practices; inspects the quality of materials and methods of construction for footings and foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, pools and spas, masonry, electrical, plumbing, and other construction work; makes final inspections to clear permits.

Interprets, applies, and explains applicable federal, state, county, and municipal electrical, plumbing, structural, and mechanical codes, and other

related laws, codes, and regulations to the public, departmental staff, and other agencies; advises architects, contractors, and property owners on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits.

Maintains clear, concise, and comprehensive records and reports related to inspection activities; maintains daily log of contacts or inspections for code enforcement cases; enters and retrieves information from records systems.

Reviews and approves submitted building plans for compliance with building, zoning, mechanical, plumbing, electrical, housing, and related codes and regulations governing the construction, alteration, repair, and use of buildings and structures; performs plan checks to ensure minimum design criteria, energy standards, and that the Disabled Access Requirements are met.

Checks plans and specifications for the construction, alteration, and repair of residential, commercial, and industrial buildings and structures; ensures that plans meet the requirements of related building codes, regulations, and restrictions; indicates corrections of structural deficiencies where required; prepares comprehensive correction lists, reviews calculations, maintains files, and records of the specifications, calculations, and other pertinent information related to submitted plans.

Checks or assists in checking of building plans and specifications for residential, and non-residential structures for compliance with applicable Building, Electrical, Plumbing, Occupancy, and Zoning Codes; checks for grade and quality of materials used in construction; assists in and coordinates plan review with other City departments or divisions and outside agencies.

Abates homes and businesses and issues stop work orders and correction notices.

Responds to questions and concerns from the public, departmental staff, and other agencies; provides information as appropriate and resolves plans and building code issues and complaints; cooperates with other agencies.

Prepares a variety of reports and correspondence, including notices of violations and follow-up letters; attends various meetings and training seminars; keeps informed of changes and new legislation pertaining to building codes and related regulations; responds to emergency situations as required.

Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

Interprets and monitors City rules, policies, and procedures pertaining to building and zoning administration; explains and provides information to

owners about building applications and permits; reviews applications for completeness and researches application and permit status; explains required inspections and construction requirements to owners, architects, engineers, contractors, and the public; prepares and maintains records and files for monitoring deficiencies and status of compliance.

Responds to verbal and written inquiries; interprets and explains requirements and restrictions relative to building codes, ordinances, regulations, policies, and procedures; develops alternative methods to comply with those requirements and restrictions; processes and approves permit applications; assesses fees in accordance with established schedules.

Recommends service levels to the manager; performs field observations to ensure compliance with department policies, practices, and City ordinances; prepares reports for the manager related to division activities.

Provides technical assistance to contractors, engineers, architects, and the public in regards to construction plans and specifications, projects, code interpretations, inspection requests, department policies and procedures.

Assists at the permit counter; provides information and assistance regarding construction codes as necessary; issues and writes permits; assists in answering the more difficult questions; calculates building permits, plan checks, and developer fees.

Files and logs current projects to track status; transmits plans to other divisions, departments, and outside consultants as appropriate.

Conducts research and prepares reports regarding selected plans and specifications, inspections, complaints, or disputes.

Participates in a variety of City committees, study groups and task forces; attends a variety of meetings.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

OTHER DUTIES: *(include but are not limited to the following)*

Assists at the front counter; answers questions regarding building permitting, code requirements, or related building compliance.

May be exposed to confidential and privileged information during the course of duties, which should be maintained as such.

Coordinates building inspection activities with other City departments and outside agencies.

May be exposed to confidential and privileged information during the course of duties, which should be maintained as such.

Performs other related duties as required.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles, practices and methods used in various building construction areas, including plumbing, electrical, and mechanical; principles and practices of structural and civil engineering; operational characteristics and use of standard equipment used in building inspection and the building trades; building and construction standards and materials; construction materials and testing procedures; principles, practices, and methods used in plan checking and permit issuance; uniform codes and related engineering practices; modern methods of building construction; applicable federal, state, county, and local laws, codes, and regulations, including laws, ordinances, and codes related to construction plans review, building construction, and zoning; investigative principles and practices; public relations techniques and procedures; basic principles of mathematics; techniques of scheduling work assignments; standard office procedures, practices and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; and occupational hazards and standard safety practices.

Ability to: Apply policies, procedures, codes, and regulations pertaining to building inspection; plan and prioritize daily inspections; read, interpret, and explain maps, sketches, plans, drawings, specifications, and technical manuals; maintain I.C.B.O. certification through continuing education programs; keep accurate records; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; implement, explain, and apply applicable laws, codes and regulations; read, interpret, and record data accurately; perform mathematical calculations quickly and accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; respond to issues and concerns from contractors, homeowners, and the community; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

Education and Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Building Inspector. A typical way of obtaining the required qualifications is to possess

the equivalent of: three years of experience in one or more of the general building trades, construction or a related field, and a high school diploma or equivalent, and two years of experience as a building inspector with a public agency.

OTHER QUALIFICATIONS:

License/Certificate:

Possession of a valid California Class C driver's license and a safe driving record.

Possession of an I.C.B.O. Building Inspection certificate.

OTHER ABILITIES/SKILLS:

Operate an office computer and variety of word processing and software applications; and safely and effectively operate a variety of tools and equipment used in building inspection.

Ability to operate a calculator, telephone, and portable radio.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock, or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, drive motorized vehicles, operate in heavy vehicle traffic conditions, and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.