

CITY OF RIVERBANK
BUILDING INSPECTOR I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to conduct and conducts field inspections and checks residential, commercial and industrial construction, alteration, or repair of buildings and other structures; ensures conformance with codes related to building, plumbing, electrical, mechanical, structural, and finish trade areas; provides building code information to the public; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Building Inspector I

The **Building Inspector I** is the entry-level class in the Building Inspector series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error, including a wide variety of code, law, regulation, and ordinance inspections. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Building Inspector II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Building Inspector II

The **Building Inspector II** is the journey level class in the Building Inspector series in which incumbents are expected to independently, as a combination inspector, perform the full scope of assigned building inspection duties. Incumbents are responsible for performing the full range of residential, commercial, and industrial inspections, including electrical, plumbing, mechanical, and structural code compliance. The work requires independence and discretion in working with the public and in conducting field inspections, and involves a proactive implementation of applicable building codes and regulations. This classification is alternatively staffed with Senior Building Inspector and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

SUPERVISION RECEIVED/EXERCISED:

Building Inspector I

Receives immediate supervision from the Building Official or a higher level class. Incumbents in this class do not routinely exercise supervision.

Building Inspector II

Receives general supervision from the Building Official or a higher level class. May exercise functional and technical supervision over Building Inspector I.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Learns to perform and 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 violation; compiles, analyzes, and evaluates findings of investigations and inspections; interacts with architects, developers 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, 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.
- Assists in the 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.
- Answers questions regarding building permitting, code requirements, or related building compliance; 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.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

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

Building Inspector I

One year of experience in one or more of the general building trades, construction or a related field, and a high school diploma or equivalent.

Building Inspector II

In addition to the above, one year of experience equivalent to that of a Building Inspector I in the City of Riverbank.

License/Certificate:

Possession of a valid California Class C driver's license and a safe driving record. Possession of an I.C.C. Building Inspection certificate is required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Principles, practices, and methods used in various building construction areas, including plumbing, electrical, and mechanical; 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; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations, including construction code manuals and specifications; standard office procedures, practices, and equipment; modern office 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 procedures.

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.C. 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; establish and maintain effective working relationships.

Skill to:

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.