BUILDING INSPECTOR

DEFINITION
Under general supervision, inspects residential, commercial and industrial buildings for compliance with municipal building codes.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Inspects residential, commercial and industrial buildings for compliance with municipal building codes;
- Ensures public safety and preservation of property through enforcement of building codes and standards, state laws and local ordinances;
- Provides recommendations for correction of defects or inadequacies;
- Provides code interpretations and information to contractors and the general public;
- Investigates complaints and inspects existing buildings for hazardous or illegal conditions;
- Schedules building inspections with property owners;
- Issues code violations to property owners if proper permits are not found;
- Prepares residential presale reports to verify structures were built according to plans and permits;
- Maintains level of building construction, safety and records of complaints.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of building codes and related laws and ordinances, public relations and customer service techniques and concepts, building construction, maintenance, repair and renovation trades and techniques, and file and records management techniques and principles
- Skilled in reading and interpreting code requirements and other laws pertaining to the regulation of building construction, identifying and recommending structural modifications for code compliance, in reading and interpreting construction building plans and specifications;
- Ability to effectively communicate verbally and in writing in English
- Proficient in the operation of electronic devices and industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic and construction sites.

QUALIFICATIONS
A high school diploma or equivalent, AND two (2) years experience in building inspection, construction or related work OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.