

**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING, LIFE & ENVIRONMENTAL SAFETY DIVISION  
BUILDING INSPECTOR II**

**GENERAL DUTIES:** Under direct supervision of the Building Field Services Manager, inspect buildings being constructed, altered and/or repaired to determine compliance with building and zoning laws and ordinances; inspect structures, electrical, mechanical and plumbing installations in commercial/industrial buildings and residences for compliance with applicable codes and standards.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Inspect residential, commercial and industrial buildings in various stages of progress against plans or specifications to ascertain code compliance for structural, electrical, plumbing, mechanical, energy, and physically-challenged installation and workmanship.
2. Inspect buildings for compliance with City and State building, zoning, and contractor's, laws and ordinances, Uniform Codes, and proper safety practices.
3. Check–building plans, drawings, sketches or blueprints, or proposed construction for compliance with the Uniform Building Code.
4. Discuss compliance problems with owners, contractors, foreperson and others.
5. Issue stop-work orders in situations of deliberate or negligent non-compliance.

6. Maintain records of inspections made and actions taken, and prepare reports on permits issued.
7. Maintain records, prepare reports and follow-up on non-permitted issues.
8. Investigate complaints and disputes.
9. Issue building permits.
10. Inspect concrete pours, installation of underground utilities, and other related items as required.
11. Participate in training programs.
12. May issue citations for violations of code provisions.
13. May supervise other inspectors.
14. Evaluate workload and distribute inspection work, as needed.
15. Assist Building Inspector I in code interpretation and compliance issues.
16. Perform related work as required.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Understand, read and interpret plans and specifications.
2. Detailed inspection work of buildings and housing.
3. Customer service techniques.
4. Effective communications.

**KNOWLEDGE:** Knowledge of:

1. Codes and ordinances.
2. Methods of construction and equipment installation.
3. Legal aspects of code enforcement.
4. Computerized permit tracking and word processing systems.

**ABILITIES:** Ability to:

1. Understand and interpret codes and ordinances.
2. Read and interpret plans and specifications.
3. Make inspections.
4. Enforce regulations and detect deviations from approved plans and specifications
5. Write correspondence, correction notices and reports clearly and concisely.
6. Establish and maintain good working relationships with co-workers and the public.
7. Operate a personal computer using word processing and other software programs.
8. Perform related work as required.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator or 10-key adding machine
6. Facsimile machine
7. Typewriter
8. Microfiche reader
9. Polaroid or digital camera
10. Automobile, truck or van
11. Paper shredder and cutter
12. Specialized computer software
13. Specialized tools and equipment used in inspection and enforcement duties
14. Pager or two-way radio
15. Tape measure
16. Flashlight
17. Raingear and boots
18. Safety goggles, booties, gloves, steel-toe shoes, masks and helmets
19. Disposable latex gloves and tyvex coveralls

**PHYSICAL DEMANDS:**

When working in the field or office, employee will perform the following physical activities which include conducting site visits, performing building inspection and enforcement activities, handling files, briefcases, plans, code books, binders, and other work-related equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking, when conducting site visits, inspections or enforcement activities.

3. Standing, when conducting site visits, inspections or enforcement activities.
4. Kneeling, when conducting site visits, inspections or enforcement activities.
5. Bending/stooping, when conducting site visits, inspections or enforcement activities.
6. Squatting/bending, when conducting site visits, inspections or enforcement activities.
7. Crawling, when conducting site visits, inspections or enforcement activities.
8. Climbing, ladders, stairs, or roofs, when conducting site visits, inspections or enforcement activities.
9. Balancing, when using ladders during site visits, inspections or enforcement activities.
10. Twisting, when conducting site visits, inspections or enforcement activities.
11. Reaching, when conducting site visits, inspections or enforcement activities.
12. Carrying, equipment and tools during site visits, inspections or enforcement activities.
13. Lifting, up to 25 lbs., during site visits, inspections or enforcement activities.
14. Driving, to homes or business facilities when conducting site visits, inspections or enforcement activities, or when attending meetings and training.
15. Speed, in meeting deadlines and using office equipment.

### **SENSORY DEMANDS:**

When working and traveling in the field, all senses are used during site visits, inspections and enforcement activities. Under typical office conditions, employee utilizes these senses while using a computer, printer, typewriter, phone, fax machine, copier, calculator, adding machine, paper shredder, paper cutter, camera, automobile, etc.:

1. Seeing, good (color) vision is necessary when trying to identify various materials or chemicals when conducting site visits, inspections and enforcement activities.
2. Speaking/Hearing
3. Touching
4. Smelling, is necessary when detecting odors such as gasoline, chemicals, or decomposed byproducts during site visits, inspections and enforcement activities.

### **ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

Office Conditions:

1. Indoors: Typical office conditions, up to 20% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, and asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Indoors/Outdoors: Typical field conditions, over 60% of the time, when conducting site visits, inspections or enforcement activities. In some cases employee may be required to crawl or work in cramped spaces when performing inspections.
2. Travel: Under varying conditions via automobile or plane, 20% of the time.
3. Flooring: Asphalt, linoleum, gravel, dirt, wood, rock, mud, uneven surfaces, etc.
4. Noise Level: Varying low to high levels, while working near traffic, at a construction site, manufacturing plant, park, near a stream, etc.
5. Lighting: Conducive to a day or night setting. In emergency situations, such as working a chemical spill, inspection or investigation, employee may work in poorly lit areas.
6. Ventilation: Heating and air conditioning provided by a vehicle or facility. Ventilation may be restricted in poorly ventilated areas such as a chemical storage site or sewer test manhole.
7. Dust or Fumes: Normal to high levels of dust, pollen, gasoline, vehicle exhaust, methane, or other fumes when conducting site visits, inspections, or enforcement activities.

### **HAZARDS:**

Mechanical and electrical exposure is low to high, depending on the inspection site, construction site, business or home being investigated. There is also potential for exposure to bees, insects, snakes, rodents, birds and other animals when performing routine inspection duties. Lastly, when utilizing a vehicle, there is some potential exposure to mechanical hazards.

Exposure is minimal in the office environment when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, camera, radio, paper shredder, or paper cutter.

### **ATMOSPHERIC CONDITIONS:**

Minimal to low exposure to fumes and gases may occur when visiting a site, performing an inspection, or conducting enforcement activities. Solvents, cleaners, decomposed byproducts from the sewer lines, construction site waste, gasoline, vehicle exhaust, propane, and other types of hazards are common. Employees refer all hazardous waste situations to the Fire Department or Hazardous Materials team when necessary.

Minimal exposure to fumes occurs in the typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

### **REQUIREMENTS TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. Must possess a Certificate of Registration as a Building Inspector and a Certificate as a Combination Dwelling Inspector from the International Conference of Building Officials (I.C.B.O.) or International Code Council (ICC) and 2 years as Building Inspector I or equivalent.
2. Pass a post-offer medical examination, which includes a drug test.
3. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
4. Pass a Department of Justice criminal record check for employment.

5. Prefer bilingual (English/Spanish)
6. Prefer non-tobacco user.