

## CITY OF BIG BEAR LAKE

### 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 perform and performs the full array of duties assigned to classes in the Building Inspector series, including office and field work involving inspection, plan review, building code enforcement and permit issuance; 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 inspections of a more routine nature and learn City policies and specific methods and techniques of inspection work. This classification is distinguished from the next higher level class of Building Inspector II in that the latter has greater complexity of assignments and independence of action.

##### **Building Inspector II**

The **Building Inspector II** is the journey-level class responsible for performing the full scope of assigned duties. Incumbents are considered skilled in making inspections, performing plan checks and ensuring compliance codes and regulations in a broad range of building and related codes. The work requires independence and discretion in both field inspections and plan checks. This class is distinguished from the Supervising Building Inspector who has full supervisory responsibilities.

#### **SUPERVISION RECEIVED/EXERCISED:**

##### **Building Inspector I**

Receives immediate supervision from the Supervising Building Inspector. Incumbents in this class do not routinely exercise supervision.

##### **Building Inspector II**

Receives general supervision from the Supervising Building Inspector. May exercise functional and technical supervision over assigned staff.

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

- Learns to perform and performs the full array of duties assigned to classes in the Building Inspector series, including office and field work involving inspection, code enforcement and permit issuance.
- Ensures compliance with applicable laws, ordinances and codes (including, but not limited to, building, roofing, plumbing, mechanical, electrical and energy codes) to ensure the health, safety and welfare of the public; checks building plans and specifications for compliance with various codes;

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keeps informed of changes and new legislation pertaining to building codes and related 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, firewalls, masonry, electrical, heating and air conditioning systems, plumbing and other construction work; inspects building for proper disability access to ensure conformance with Americans with Disabilities Act requirements; makes final inspections to clear permits.
- Interprets codes and regulations; explains required inspections and construction requirements to owners, architects, engineers, contractors and the public; advises owners on matters related to building permits; investigates and resolves building and related complaints; maintains records and files of inspections made and actions taken on a database.
- Issues vacate and stop work orders and correction notices; turns over to Code Enforcement for follow-up; assists Code Enforcement in performing their inspections.
- Conducts review 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.
- Conducts inspections of existing buildings to determine hazardous conditions; looks for construction or alterations being performed without proper building permits.
- 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, snow, hot and cold with sun exposure. 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. The incumbent may be required to work nights and weekends, respond to after hours emergency call-outs.

**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**

Four years of journey level building construction experience, and a high school diploma or equivalent.

**Building Inspector II**

In addition to the above, two years of municipal building inspection experience equivalent to that of a Building Inspector I with the City of Big Bear Lake.

**License/Certificate:**

**Building Inspector I**

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

**Building Inspector II**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of an I.C.C. Building Inspection certificate and training in compliance with AB 717 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; 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 and interpret maps, sketches, plans, drawings, specifications and technical manuals; maintain I.C.B.O. certification through continuing education programs; keep

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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; 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.