# BUILDING INSPECTOR – SERIES

## Definition:

Under varying levels of supervision performs a variety of technical inspection duties related to building, zoning, municipal codes and regulations governing new and existing construction; performs a combination of field inspection work including electrical systems, grading, plumbing, mechanical and building construction/alteration/repair; performs housing compliance investigation and inspects for National Pollutant Discharge Elimination System (NPDES) devices related to storm water runoff at construction sites; assures compliance with Federal, State of California and local codes and standards; reviews plans and performs related work as required.

## Class Titles

**Building Inspector Trainee**
**Building Inspector I**
**Building Inspector II**
**Building Inspector III**

## Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Inspects new construction and improvement/remodeling construction for possession of permits and checks for conformity with building codes and approved plans.

Inspects soil conditions, excavations, setbacks, foundations and all phases of residential and commercial construction.

Reviews plans for conformance to applicable regulations and codes and issues building permits.

Inspects materials and methods used in construction, remodeling and repair work to determine materials and methods used.

Prepares and maintains inspection reports and records.

Inspects suspected unsafe or defective construction in response to notification from other City departments and the general public.

Inspects for NPDES devices as appropriate.

Confers with and advises builders, contractors, architects and property owners of appropriate codes, standards and requirements.

Acts as a liaison between the Community Development Department, contractors and the public.

Uses basic hand tools, small and large hand probes and a camera.

Lifts and moves filled binders and other items weighing 15 pounds or less.

Operates a personal computer and uses applicable software.

Performs minor plan check reviews as needed.

Drives a vehicle on City business.

**Other Duties and Responsibilities Include:**

Performs other projects/tasks as assigned.

**Class Characteristics:**

Building Inspector is a multi-incumbent class series in the Community Development Department. Building Inspector Trainee is the entry level. An incumbent at the Trainee level will learn to perform the duties and responsibilities stated in the class specification and will be advanced to Building Inspector I upon completion of the probationary period. The I level is designed to provide additional training and experience. An incumbent at the I level may be advanced to the II level upon completion of three years of experience at the I level with satisfactory performance ratings. Building Inspector II is the journey level of the series. Inspector II's are distinguished from Inspector I's by the performance of more difficult duties involving the exercise of a greater degree of responsibility, independent judgment and initiative. Building Inspector III's are distinguished from Building Inspector II's by the performance of more complex inspection duties including commercial/specialty inspections. All incumbents in the series perform/learn to perform a wide variety of building related inspection duties. Incumbents at the I, II and III level work under limited supervision.

**Contacts and Relationships:**

A Building Inspector establishes and maintains contact with other Community Development Department staff and has substantial interaction with building contractors, property owners and their representatives. Additional contact will occur with staff in other City Departments and with the general public.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this series include the following:

**Building Inspector Trainee:**

**Knowledge of:**

English usage, spelling and grammar.

Customer service techniques.

**AND**

**Ability to:**

Learn proper construction and inspection techniques.

Acquire a working knowledge of applicable building codes and regulations.

Learn to apply laws and regulations affecting construction inspection.

Enforce applicable codes with firmness, tact and impartiality.

Maintain records and transfer data from one form/source to another.

Work on the roofs of single and multi-story structures.

Communicate effectively orally and in writing in English.

Establish and maintain effective relationships with those contacted in the course of work.

Read and write at the level required for successful job performance.

Meet the public with courtesy and tact.

Understand and carry out oral and written instructions.

Learn to make sound decisions in accordance with established procedures and policies.

Operate a personal computer and use applicable software.

**Building Inspector I:**

**Knowledge of:**

Those items listed under “Knowledge of” for Building Inspector Trainee plus the following:

Principles of construction.

Applicable building codes and regulations.

**AND**

**Ability to:**

Do/perform those items listed under “Ability to” for Building Inspector Trainee plus the following:

Apply proper construction and inspection techniques.

Apply applicable building codes and regulations.

Apply laws and regulations affecting construction inspection and enforce applicable codes with firmness, tact and impartiality.

Make sound decisions in accordance with established procedures and policies.

**Building Inspector II:**

**Knowledge of:**

Those items listed under “Knowledge of” for Building Inspector I plus the following:

Methods, practices, materials and equipment used in construction, remodeling and repair.

Safety hazards and inspection safety practices related to construction, remodeling and repair.

Procedures and methods of building inspection work.

Applicable regulatory codes and regulations.

Computer applications related to area assigned.

**AND**

**Ability to:**

Do/perform those items listed under “Ability to” for Building Inspector I plus the following:

Understand and interpret plans and specifications.

Detect and locate faulty materials/construction.

Enforce applicable codes with firmness, tact and impartiality.

Perform complex combination inspection work with limited supervision.

Use independent judgment and initiative and make sound decisions in accordance with established procedures and policies.

**Building Inspector III**

**Knowledge of:**

Those items listed under "Knowledge of" for Building Inspector II plus the following:

Commercial and specialty construction and procedures/methods of advanced building inspection work.

Methods, practices, materials and equipment used in commercial and specialty construction, remodeling and repair.

Legal procedures involved in the enforcement of building codes and ordinances.

**AND**

**Ability to:**

Do/perform those items listed under "Ability to" for Building Inspector II plus the following:

Understand and interpret building codes and ordinances.

Perform a variety of inspections including structural, plumbing, mechanical and electrical inspections related to complex commercial, residential and industrial projects.

Detect and locate faulty materials and construction and perform a variety of difficult and complex combination inspection work with limited supervision.

Apply laws and regulations affecting construction inspection and enforce applicable codes with firmness, tact and impartiality.

Work under limited supervision.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

**Building Inspector Trainee:**

Graduation from high school.

**Building Inspector I:**

Graduation from high school and one year of study towards an Associates Degree in a related field from an accredited college or completion of a construction inspection certification program from an accredited college.
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**Building Inspector II:**

Graduation from high school and two years of study towards an Associates Degree in a related field from an accredited college or completion of a construction inspection certification program from an accredited college.

**Building Inspector III**

Associates Degree from an accredited college with major course work in a related field or completion of a construction inspection certification program from an accredited college.

**AND**

**Experience:**

**Building Inspector Trainee:**

One year of responsible, direct public contact work. Some construction experience is helpful but not required.

**Building Inspector I:**

One year of experience as a Building Inspector Trainee or in a similar position.

**Building Inspector II:**

Three years of experience as a Building Inspector I or in a similar position.

**Building Inspector III**

Four years of progressively responsible experience as a Building Inspector including two years as a Building Inspector II or in a similar position and one year of experience inspecting high rise or multi-story commercial or industrial buildings.

**Special Requirements Include - All Classes in This Series:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this series.

Must be able to work a flexible schedule to accommodate City needs. All classes in this series are subject to overtime.

The City of Fullerton's Conflict of Interest Code requires that a Building Inspector file financial disclosure statements in accordance with state and local laws.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

**Special Requirements – Building Inspector Trainee:**

Designation as a certified Residential or Commercial Building Inspector by the International Code Council (ICC) within 12 months of appointment. Certification by other approved organizations in the categories indicated may be accepted if they are determined by the City to be equivalent.

This classification has a 12-month probationary period for both new hire and promotional purposes.

**Special Requirements – Building Inspector I/II:**

Designation as a certified Residential or Commercial Building Inspector by the International Code Council (ICC) or equivalent International Conference of Building Officials (ICBO) certification prior to appointment. Certification by other approved organizations in the categories indicated may be accepted if they are determined by the City to be equivalent.

**Special Requirements – Building Inspector III:**

Designation as a certified Residential or Commercial Building Inspector by the International Code Council (ICC) or equivalent International Conference of Building Officials (ICBO) certification and at least one of the following: ICC certified Electrical, Mechanical or Plumbing Inspector or certification as a Special Inspector in Structural Steel and Bolting, Prestressed Concrete or Reinforced Concrete, Structural Masonry, or Reinforced Concrete prior to appointment. Certification by other approved organizations in the categories indicated may be accepted if they are determined by the City to be equivalent.

**Physical Tasks and Working Conditions Include the Following - All Classes in This Series:**

Work is performed indoors in an office environment and on-site in the field when performing inspections. When work is performed outdoors there is full exposure to the elements. An incumbent uses a computer, keyboard and related equipment, data recording equipment, basic hand tools, small and large hand probes and drives a vehicle

on City business. An incumbent sits, stands, walks, reaches, bends, grasps and lifts and moves filled binders and other items weighing 15 pounds or less. When performing inspections an incumbent kneels, crouches, twists, climbs stairs, ladders and inclines, crawls in confined spaces, walks on roofs of single and multi-story structures and scaffolding and may walk on slippery/uneven slopes and surfaces and be exposed to extreme noise, damp conditions, construction fumes, solvents, chemicals, dust, soil, electrical hazards and vehicular traffic. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt.

Revised, Building Inspector III added and title change from Combination Building Inspector June 2014
Revised and Trainee Added to Series August 2007
Title Change from Building Inspector December 2004
Revised December 2004
Revised January 1985