CITY OF EL CERRITO

BUILDING INSPECTOR I & II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of types of building inspection duties at various stages of construction, alteration, and repair; and to assist in the review of building plans and specifications.

DISTINGUISHING CHARACTERISTICS

Building Inspector I - This is the entry level in the Building Inspector series. Positions assigned to this class perform the more routine and standardized tasks. Building Inspector I's are considered to be in a training status and assignments are performed within the procedural framework established by senior-level employees. However, as experience is acquired, the employee performs with increasing responsibility.

Building Inspector II - This is the journey-level class in the Building Inspector series. Positions in this class are flexibly staffed and are normally filled for advancement from the class of Building Inspector I or when filled from the outside require prior building inspection work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class requiring a complete knowledge of department policies and procedures and meet the qualification standards for the class. A Building Inspector II is expected to perform the entire range of moderately difficult combination inspections (building, electrical, plumbing, fire, and mechanical) of a variety of residences, commercial, and industrial buildings.

SUPERVISION RECEIVED AND EXERCISED

Building Inspector I:
Receives immediate supervision from the Building Official and possibly secondary supervision from the Fire Marshall.

Building Inspector II:
Receives general supervision from the Building Official and possibly secondary supervision from the Fire Marshall. May exercise functional and technical supervision over less-experienced staff.

ESSENTIAL FUNCTIONS STATEMENT

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Make field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the city, county, state, and federal agencies.

Perform complex inspection duties in trade specialties, such as plumbing, electrical, mechanical, structural, finish trade areas, Americans with Disabilities Act requirements, energy conservation requirements and Title 24 requirements.

Essential Functions: (continued)

Perform complex inspection duties in the fire prevention field.

Issue permits for work to be performed.

Inspect foundation, cement, framing, plastering, plumbing, heating, and electrical installations, and a large variety of other complex and routine building system elements.

Assist in the plan review process including checking building plans for conformance with codes, ordinances and other related requirements; conferring with architects, contractors, builders, and the general public in the field and office to explain requirements; and maintain related documentation.

Check stud, joist, rafter spacing, and other structural member factors; examine grade, quality, and treatment of lumber, cement, lath, wire, and composition.

Assure proper and safe installations of routine and complex building systems.

Coordinate inspection activities with other City departments and divisions.

Make field review of plans and specifications.

Assist in the conduct of zoning and general land use, and code enforcement inspection work as assigned.

Investigate reported violations of City Municipal Codes and regulations; gather supporting evidence and prepare reports on possible violation.

Seek abatement of violations through voluntary compliance or, as necessary, through direct enforcement activities.

Ascertain conformance to Uniform Building code, Plumbing, Electrical and Mechanical Codes, Fire Code, Title 24 requirements, Americans with Disabilities Act requirements and pertinent provisions of state and county health and environmental ordinances.

Perform a variety of tasks on the City's rental housing program including issuing work permits; explaining requirements; conducting inspections; investigating reported violations; seeking abatement of violations; and maintaining documentation.

Explain and interpret requirements and restrictions; educate the public regarding City requirements through both formal and informal means.

Keep records such as inspection requests, building inspection reports on progress of current projects, and daily inspections log.

Prepare correspondence and reports to notify owners of zoning and fire & building code violations, and maintain files of properties with such violations.

Assist in the zoning and general land use, and code enforcement inspection work as assigned.

Marginal Functions:

May give presentations for the Planning Commission, City Council, or courts of law. Perform related duties as assigned.

QUALIFICATIONS

Building Inspector I

Knowledge of:

Accepted safety standards and methods of building construction.

Building-related codes and ordinances enforceable by the City, specifically, the Uniform Building Code.

Ability to:

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices.

Learn to perform journey-level inspection skills in a variety of specialty trade areas and to perform competent and efficient work as a combination Building Inspector/Fire Inspector; and enforce necessary regulations with firmness and tact.

Learn to enforce a variety of zoning, general land-use and related City codes.

Read and interpret building plans, specifications, and building codes.

Understand and carry out oral and written directions.

Advise on standard construction methods and requirements.

Make arithmetical computations rapidly and accurately.

Communicate clearly and concisely, both orally and in writing.

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

Operate a variety of office equipment including a personal computer, microfilm reader and printer.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in the building construction field as a journey-level plumber, electrician, carpenter, or related craftsperson.

Training:

Equivalent to completion of the twelfth grade.

Licenses/Certificates/Other Requirements:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Building Inspector II: In addition to the qualifications for Building Inspector I:

Knowledge of:

Principles and techniques of building inspection work.

Ability to:

Determine that construction systems conform to City code requirements.

Apply City codes and policies regarding zoning, environmental matters, and other regulations to field situations.

Work independently without supervision.

Experience and Training Guidelines:
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible experience performing duties comparable to those of a Building Inspector I for the City of El Cerrito.

Training:

Equivalent to the completion of the twelfth grade.

Licenses/Certificates/Other requirements:

Possession of, or ability to obtain, an appropriate certificate issued by the International Conference of Building Officials is highly desirable.

PHYSICAL DEMANDS

Sitting:	Occasionally	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Frequently
Walking:	Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Occasionally	100 + lbs:	Never
Crawling:	Occasionally	Carrying:	
Climbing:	Occasionally	up to 10 lbs:	Occasionally
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Occasionally	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Never
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never
Grasping – firm:	Occasionally
Finger dexterity:	Occasionally
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally

Coordination	-	Eye-hand:	Occasionally
		Eye-hand-foot:	Occasionally
		Driving:	Occasionally
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Frequently
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Occasionally

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Synthesizing, Coordinating, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Precision work, Driving-operation, Manipulation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Unprotected heights, Moving machinery, Change in temperature/humidity, Dust/fumes/smoke/gases/etc., Toxic/caustic chemicals, Excessive noise, Solvent-grease or oil, Slippery/uneven surfaces, Below ground, Using computer/computer monitor screen, Works around others, Works alone, Works with others, Required – hard hat.