

BUILDING INSPECTOR I/II

Approved: April 20, 2022

FLSA: Non-exempt

Unit: SEIU



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| Definition |
| Under general supervision, performs routine to complex inspections at various stages of construction, alterations and repair of commercial, residential, and industrial building sites to enforce building, plumbing, mechanical, electrical and environmental codes, and other governing law and ordinances; ensures conformance with approved plans, specifications, standards, permits, licensing and safety standards; provides a variety of information to the public; and performs related work as required. |
| Supervision received and exercised |
| Receives general supervision from the Senior Building Inspector and guidance from the Assistant Community Development Director – Building. Exercises no direct supervision over staff. May provide technical and functional direction to Permit Technicians. |
| Class characteristics |
| <p>Building Inspector I This is the entry level classification in the Building Inspector series. Employees in this class receive training, are given detailed instructions in the performance of more routine and standardized tasks and duties than those assigned to the II level. Assignments may vary with the skills and training of the incumbent.</p> <p>Building Inspector II This is a journey-level classification within the series. Incumbent exercises a high level of responsibility and general judgment, and is able, under direction, to perform the full scope of duties required for routine to complex inspections. Positions require prior inspection experience. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents serve as liaison between technical staff, public and clerical staff to facilitate the development review process requiring tact, organization and customer service skills. This class is distinguished from Senior Building Inspector in that the latter is responsible for technical and functional supervision of lower-level staff and is capable of performing the most complex duties assigned to the division.</p> |
| Examples of typical job functions (illustrative only) |
| <p>Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.</p> <ul style="list-style-type: none">• Conducts field inspections of residential and commercial construction for compliance to building plans, State or City building codes, and other local laws, ordinances and regulations related to construction• Inspects construction framing, foundations, grading, electrical and plumbing installations on new construction and alterations to verify code compliance• Verifies setbacks from property lines and boundary determinations to ensure compliance with approved plans, construction codes and zoning ordinances• Reviews construction and/or alteration plans of residential, commercial and industrial structures to determine compliance of plans to established building codes and regulations• Responds to appointments that contractors, developers, and property owners make with the City for inspections at various stages of construction• Provides information to contractors, developers, and property owners regarding building inspection requirements and code enforcement activities• Conducts and approves final inspections• Monitors and interprets changes in building code requirements and new construction techniques• Confers with and provides information to property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction meetings; resolves complaints and problems• Conducts follow-up inspections to ensure compliance; establishes and maintains accurate and records and files• Prepares and maintains a variety of correspondence, reports, correction notices and other written materials• Documents inspection results in database and pulls finalized projects for future electronic storage• Assists the Permit Technician at the front desk with response to inquiries from the general public• Performs other duties as assigned <p>Building Inspector II (in addition to the above)</p> <ul style="list-style-type: none">• Increasing levels of responsibility in assisting the department to run smoothly and effectively |

- Handle larger and more complex projects consisting of multiple building of increased complexity
- Provide mentorship to inspectors with less experience and may assist in their ongoing training and development
- Collaborate with the Senior Inspector / Building Official in determining an acceptable level of deviation to allowable alternative to approved plans
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist
- Receives and responds to inquiries, requests for assistance and complaints regarding division and department projects, policies and procedures

Qualifications

Knowledge of

- Building, electrical, mechanical, plumbing and Title 24 and Title 25 of the California State Codes
- Principles and practices in general construction, electrical and mechanical systems
- Safety standards and methods of building construction for commercial, industrial and residential buildings
- Principles and techniques of building inspection work
- Principles of structural design and engineering mathematics
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction
- Record keeping principles and procedures
- Building codes and ordinances of the City of Menlo Park
- City and department policies and procedures
- Applicable Federal, State and local laws, rules, regulations, ordinances, and organizational policies and procedures governing the construction of assigned projects
- Research methods and sources of information related to building code enforcement
- Terminology and technical report writing requirements related to building and safety programs
- Modern office practices, methods, and computer equipment and applications related to the work
- English usage, grammar, spelling, vocabulary and punctuation
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff

Ability to

- Learn and interpret local laws, ordinances, requirements and regulation related to building inspection activities and operations
- Learn departmental methods, practices and procedures
- Read and interpret building and construction plans, diagrams and specifications
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices
- Advise on standard construction methods and requirements for residential, commercial and industrial buildings
- Understand and follow complex oral and written instructions
- Establish and maintain accurate logs and records
- Perform required mathematical computations with accuracy
- Interpret, apply, explain, and ensure compliance with applicable Federal, State and local laws, rules, regulations, policies and procedures, and departmental policies governing the construction and inspection of buildings
- Collect, interpret and analyze office and field inspection data accurately
- Organize work tasks and assignments to meet established deadlines
- Operate modern office equipment including computer equipment and specialized software applications programs
- Use English effectively to communicate in person, over the telephone and in writing
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work

Education and experience

Building Inspector I

Equivalent to completion of the twelfth grade. Completion of an accredited technical school or college-level program of building inspection, plan review or closely related field is preferred. Two years of increasingly responsible experience in the building and/or construction trades.

Building Inspector II

Equivalent to completion of twelfth grade. Completion of an accredited technical school or college-level program of building inspection, plan review or closely related field is preferred, and two years of responsible experience inspecting residential, commercial or industrial building; experience which can be gained by working as a Building Inspector I for the City of Menlo Park.

Licenses and certifications

Building Inspector I

- Possession of a valid California driver's license and a satisfactory driving record.
- Possession of, or the ability to obtain an International Code Council (I.C.C.) Building Inspector Certification (B1) within 12 months of appointment; may be extended by mutual agreement.
- Residential I.C.C. Plumbing, Electrical, or Mechanical Inspection Certificates are desirable.

Building Inspector II

- Possession of a valid California driver's license and a satisfactory driving record.
- Possession of an I.C.C. Building Inspector Certificate (B2) or two years of comparable experience to a Building Inspector I in the City of Menlo Park.
- Commercial I.C.C. Plumbing, Electrical, or Mechanical Inspection Certificates are desirable.

Physical demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; color vision to identify materials, structures, wires and pipes; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

Environmental elements

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.