



CITY OF LAKEPORT

BUILDING INSPECTOR I AND II

Job Description

DEFINITION

Under general supervision, conducts field inspections and checks construction, alteration or repair of buildings and other structures; enforces building, plumbing, electrical, mechanical and zoning codes and laws, Title 24 and the Americans with Disabilities Act; performs related work as assigned.

CLASS CHARACTERISTICS

Building Inspector I is the entry level class into the Building Inspector series. Positions in this class perform the more routine and less difficult inspections, and in a training capacity learn to perform the more complex and difficult inspections.

Building Inspector II is the journey level class in the Building Inspector series. Incumbents are expected to perform a broad range of inspections independently.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Performs inspections of various phases of residential, commercial and industrial building construction for compliance to the various building codes; reviews plans and issues permits.

Field checks electrical, plumbing, and mechanical plans, layouts and site plans of residential, industrial and commercial buildings for proper installation and use of materials to ensure compliance to appropriate codes.

Checks and approves building plans and specifications for residential, industrial and commercial structures for compliance with applicable Building, Mechanical, Electrical, Plumbing, Occupancy and Zoning Codes, Title 24 and American with Disabilities Act; checks for grade and quality of materials used in construction.

Inspects and approves work at each of the required stages of completion and orders corrective action if necessary; makes final inspections for compliance to pertinent laws, regulations, and codes; prepares reports of inspections and work completed; investigates code violations, posts "Stop Work" notices, and prepares reports of findings.

Advises and interprets codes to laymen, contractors, architects, and others as required; coordinates plan review with other City departments or divisions and outside agencies.

Makes studies and investigations of such problems as converting the use of a building, condemning a building, or assessing damage to buildings caused by fire or vehicles.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities

necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and

Building Inspector I: Four years of progressively responsible experience in one or more of the general building trades, construction or a related field.

Education and/or Experience (Continued)

Building Inspector II: Two years of experience as a building inspector with a public agency. Four years of progressively responsible experience in one or more of the general building trades, construction, or a related field.

Knowledge, Skills, and Abilities

Building Inspector I: Some knowledge of building tools and materials; methods of building construction; accepted safety methods. Ability to read, interpret, and explain building plans, blueprints, specifications, and building codes; make arithmetical computations rapidly and accurately; communicate effectively both orally and in writing; work effectively in the absence of supervision; establish and maintain cooperative working relationships.

Building Inspector II: Considerable knowledge of related federal and state laws, rules, regulations, policies, and procedures; building tools and materials; methods of building construction; accepted safety methods; principles and techniques of building inspection. Ability to interpret, apply, and explain building plans, blueprints, specifications, and building codes; make arithmetical computations rapidly and accurately; communicate effectively both orally and in writing; work effectively in the absence of supervision; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Building Inspector I: Possession of or ability to obtain certification from ICBO as a Building Inspector within one year of appointment.

Building Inspector II: ICBO certification as a Building Inspector.

Receive satisfactory results from a background investigation, physical examination, drug screening and administrative screening which meet the established qualification standards.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

PHYSICAL PROFILE:

CATEGORY II – MODERATE PHYSICAL EFFORT

DEFINITION

Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

CHARACTERISTICS

Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks

such as general automotive repair work, painting, supervision and restraint of juveniles, etc.

OTHER FACTORS

Lifting Moderate: Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility : Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	Level I = undetermined
CLASS RANGE NO.	Level II = 39
FLSA	Non-Exempt
ADOPTION DATE	3/29/12
REVISION DATE	
APPROVED BY:	