



CITY OF CALEXICO

CLASS TITLE: BUILDING INSPECTOR I

MONTHLY: \$5,014 - \$6,095

RANGE: G-35

BASIC FUNCTION:

Under the direction of the Planning and Building Development Director, with general guidance from the City Building Official, inspect buildings in various stages of construction for compliance to approved plans and applicable codes; review complex blueprints for code compliance; respond to questions and concerns from the public regarding building construction inquiries.

DISTINGUISHING CLASSIFICATION FEATURES:

The Building Inspector II is distinguished from the Building Inspector I by assignments requiring the application of greater specialized knowledge of two or more building codes and of City building inspection procedures, and by the expectation to typically resolve public relations conflicts with little supervision or assistance. The Building Inspector I incumbent usually works independently in the field and is responsible for decisions requiring discretion, judgment, and familiarity with a variety of codes and ordinances. Difficult or procedural problems are referred to the Building Inspector II and/or the Building Official. Employees in the Building Inspector I class may progress by a competitive promotion to Building Inspector II upon meeting the specific criteria-based on promotion requirements of performance, certification, education, and training and meeting the minimum qualifications for a Building Inspector II.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Inspect buildings in various stages of construction for compliance with approved plans and applicable codes; respond to questions and concerns from the public regarding building construction inquiries.

Inspect buildings for compliance with the California Building Standards Code; inspect footing and foundation and sub-base, framing of exterior and interior walls and roofs, and roof material applications; perform file inspection to assure code compliance of new and existing construction.

Inspect installations and maintenance of fire protection life safety systems and appliances, spray finishing, proper storage of hazardous and flammable materials for compliance of the Uniform Fire Code.

Respond to questions by telephone, in person or in the field regarding construction.

Prepare and maintain a variety of records and reports related to daily and periodic construction inspections; communicate with submitters and the public regarding code violations and write

December 2022

detailed correction notices whenever code violations are discovered during inspections; submit to appropriate personnel, public utility, and department, as necessary.

Operate a variety of specialized equipment and hand tools such as an electrical tester, pipe wrenches, screwdrivers, measure wheel, shovel, pickaxe, and others.

Communicate with a variety of State and City departments, utilities, and others to resolve issues, compliance or concerns, coordinate activities, and exchange information.

OTHER DUTIES:

Respond to emergency and call-out situations as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable Building Codes.

State licensing rules and regulations.

Code terminology of California Residential Building Code, Plumbing and Mechanical codes.

Proper building materials and applications.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Basic research methods and record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Laws, rules, and regulations related to building and fire inspections.

Policies and objectives of assigned program and activities.

Technical aspects of field of specialty.

ABILITY TO:

Read building plans and blueprints and properly identify components.

Perform building inspections by physically examining the components and interpreting the conditions of the structure.

Communicate effectively and efficiently both orally and in writing regarding code violations to contractors and the public.

Detect structural and other faults and make recommendations for corrections.

Perform mathematical calculations.

Maintain records and prepare reports.

Prioritize and schedule work.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Analyze situations accurately and adopt an effective course of action.

Understand and work within scope of authority.

Work independently with minimal direction.

Operate a vehicle safely to conduct work.

Wear a City approved uniform or outerwear representing the position as a City official.

Maintain International Conference of Building Officials or International Code Council Certification.

Work cooperatively with vendors, contractors, outside agencies, staff, and the public.

EDUCATION AND EXPERIENCE:

Equivalent to graduation from high school and any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: College-level coursework in construction technology, building inspection, or a related field. Three (3) years of increasingly responsible construction and/or building trades experience. One (1) year of building inspection experience or an Associates degree in Building Inspection is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Certification as a Building Inspector by the International Conference of Building Officials or the International Code Council within two (2) years is required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Climbing ladders and stairs.
Stooping, bending, crawling.
Walking over rough or uneven surfaces.
Standing for extended periods of time.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate test equipment.
Seeing to conduct inspections.
Reaching overhead, above the shoulders and horizontally.
Wearing safety boots as required by the Director.

HAZARDS:

Working at heights and below ground.
Extreme weather conditions.
Dust, pollen.
Noise.
Balancing on high or narrow places.
Working in excavations.
General hazards associated with construction sites.
Contact with dissatisfied or abusive individuals.