

# **BUILDING INSPECTOR I**

## **JOB PURPOSE AND SUMMARY**

Inspects residential construction sites to assure that construction and materials conform to plans, local zoning, building, fire, gas, heating and plumbing codes. Notifies builders of corrections required. Inspections are frequently of residential construction, but may also include commercial structures such as schools, churches, apartment houses, retail stores and office buildings. Examines routine residential building plans

## **CLASSIFICATION DISTINCTIONS**

The Building Inspector position is the entry level in the alternately staffed Building Inspector job family. The Building Inspector performs inspections for building facilities. Incumbents work under the guidance and direction of a Lead Building Inspector, and report to the Chief Building Official.

An employee hired as a Building Inspector I is expected to progress to the Building Inspector II level. The Building Inspector II is expected to progress to the Building Inspector III level.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Conducts on-site inspections during construction; verifies location of lot, dimensional and structural conformity to approved plans, proper installation of plumbing and heating equipment, and use of approved building materials of the proper size and quality for that application.
- Authorizes minor as-built variations from plans when safety, durability, and function are not impaired. Notifies builders and installers of code violations and stipulates correction required. Writes and posts stop-work orders when code violations necessitate complete work stoppage. Notifies supervisor of builders' failure to correct violations as notified.
- Investigates complaints about system failures in residential buildings; determines cause and corrective action needed; notifies installers and owners of remedial action necessary. Advises supervisor when health hazards or code violations are not corrected.
- Inspects abandoned buildings to see if owners should be required to demolish or bring them up to building standards. Answers complaints on zoning code violations such as over-height fences, improper location of mobile homes and out buildings constructed without permits. Advises owners of building code and zoning ordinances and stipulates corrections required.
- Performs inspections of residential public curbs, driveways, sidewalks and construction sites as directed to ensure conformance with County standards, zoning codes and specifications and to assure proper drainage.

- May check residential plans for construction or alteration to ensure that type of building, dimensions, and set-backs are in compliance with zoning code; checks construction features to assure proper foundation and support, use of acceptable materials, compliance with minimum fire, heating, plumbing and gas standards; advises builders about problems of drainage, water hammer, pipe expansion, and similar design items which are frequently overlooked.
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- Maintains a positive, professional approach to builders, installers, staff, and/or other interested parties.
- Performs other related work as required.

### **QUALIFICATIONS**

- High school or vocational school graduation or GED certificate.
- Two (2) years of experience as a journey-level in building trades.
  - *or* –
  - Completion of a recognized four-year building trades apprenticeship program, which may be substituted for work experience.
  - *or* –
  - Certification as *either* a building inspector or plumbing inspector through ICC, IAPMO or other approved organization at the time of hire.
- Must possess, or have ability to obtain, a valid driver's license at the time of hire.

**Knowledge of:** local fire, building, heating and plumbing, gas and zoning codes related to residences and commercial structures; principles, procedures and practices of construction, building materials and quality standards; varying capacities of supports and crossmembers.

**Ability to:** read and interpret residential and commercial building plans and specifications; identify code deficiencies resulting from faulty design or construction; interpret and explain code and remedial work required; enforce codes and ordinances firmly, tactfully and impartially; maintain harmonious relationships with customers; diffuse difficult or highly charged situations; keep accurate records of calls and findings; operate automobile safely.

### **CONTINUING QUALIFICATIONS FOR BUILDING INSPECTOR JOB FAMILY**

Incumbents must be able to successfully perform inspections of building, plumbing, and mechanical facilities to be considered fully effective in the Building Inspector job family. Incumbents may be hired at a lower level, but are expected to reach the full journey-level – Combination Inspector II level – within the timeframes outlined below:

- The Building Inspector I is the entry-level into the Inspector job family. An incumbent hired at the entry level is expected to obtain the qualifications to move to Building Inspector II.
- Building Inspector II qualifications require certification as a residential building inspector, commercial building inspector, and plumbing inspector through ICC, IAPMO, or other approved organizations.
- An incumbent at the mid-level is expected to obtain the qualifications to move to Building Inspector III. Qualifications require the additional certifications of residential mechanical inspector and commercial mechanical inspector through ICC, IAPMO, or other approved organizations.

Employees are required to meet the following minimum criteria within the timeframes outlined below:

- Obtain their plumbing certification and at least one building certification within 12 months of hire or promotion.
- Obtain at least one mechanical certification within 18 months of hire or promotion.

Incumbents who fail to meet these minimum qualifications will be considered “below expectations” in performance and will be subject to corrective action and/or discipline, up to and including termination, for failure to achieve performance standards.

*[Note]* A new hire will be required to serve a probationary period of six months from the original date of hire and/or according to contract and policy language. If the incumbent qualifies to promote to the next alternately staffed level during the probationary period, he/she may be promoted with manager’s approval but must still complete the original probationary period. An incumbent promoted to a higher level following his/her probation shall not serve an additional probationary period, as per contract and policy language.

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