



Position Description

Title:	Building Inspector/Plans Examiner	Department:	Community & Economic Development
Type:	Regular, Full-Time	FLSA Status:	Non-Exempt
Pay Range:	G/172	Revised:	03/2020

DEFINITION

To perform a variety of building inspection duties at various stages of construction, alteration, and repair. To review building plans and specifications and perform utility and infrastructure inspections.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Building Official.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Perform 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 town, county, state, and federal agencies.
- Coordinate, permit, and inspect utility work within Town rights of way.
- Perform complex inspection duties in trade specialties such as plumbing, electrical and mechanical, structural, and finish trade areas.
- Inspect foundation, cement, framing, plastering, plumbing, heating and electrical installations, and a large variety of other complex and routine building system elements.
- Investigate complaints and inspect existing buildings to determine if hazardous or illegal conditions exist relating to residential and light commercial construction and their use.
- Prepare written reports and issue notices to correct code violations.
- Process building permit applications.
- Prepare and maintain records and reports of plan review procedures.
- Assist and advise architects, designers, contractors, owners, and the general public in matters relating to construction, code, and design requirements.
- Review, check, and inspect plans and specifications for construction of new buildings, alterations, and infrastructure improvements to determine compliance with applicable codes and ordinances.
- Recommend revisions to plans and specifications when needed for compliance with codes.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Accepted safety standards and methods of building construction.
- Building-related codes and ordinances enforceable by the Town, specifically the California Building Codes (Title 24 of the California Code of Regulations).
- Standard principles and practices of plan checking and infrastructure and utility inspection.
- Occupational hazards and standard safety precautions.
- Modern office practices, procedures, methods, and equipment.

Ability to:

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, detect deviations from plans, regulations, and standard construction practices.
- Perform journey-level inspections in a variety of specialty trade areas.
- Enforce a variety of zoning, general land use, and related Town codes.
- Read and interpret building plans, specifications, and building codes.
- Determine that construction systems conform to Town code requirements.
- Interpret and apply administrative and departmental policies and applicable state and federal laws, and regulations.
- Make arithmetical computations rapidly and accurately.
- Testify in court regarding code violations, if required.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Operate and use modern office equipment, including computer equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently in the absence of supervision.

Experience and Training:

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:

Education:

Bachelor's degree from an accredited college or university with major course work in architecture, engineering, or a related field is preferred.

Experience:

Five years of increasingly responsible experience as a Building Inspector, Building Plans Examiner, or equivalent.

Licenses:

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C driver's license with an acceptable driving record. Possession of, or ability to obtain within the first twelve months of employment, appropriate certifications issued by the International Code Council as a Building Inspector and as a Plans Examiner. Must pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Position is required to drive in various conditions to check status of projects and inspections.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

Received and Reviewed by:

Employee Signature

Date