

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
Position Title:	Building Inspector II	Department : Building	
Reports to:	Chief Building Inspector	FLSA Classification : Non-Exempt	
Career Ladder:	Chief building Inspector	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to inspect residential, commercial, and industrial buildings at various stages of construction, alteration and repair; and to assist in the review of building plans and specifications

CLASS CHARACTERISTICS:

This is the journey level class in the Building Inspector series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Building Inspector I, or when filled from the outside, require prior building inspection work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class, be certified by the International Conference of Building Officials Building Inspection Certificate or meet the qualification standards for the class. A Building Inspector II is expected to perform the entire range of moderately difficult combination inspections (building, electrical, plumbing and mechanical) of a variety of residences, commercial and industrial buildings.

ESSENTIAL RESPONSIBILITIES:

Advises and trains field inspectors in fire and building code interpretation to ensure their understanding.

Interacts with contractors and other members of the development community on matters relating to inspection services

Confers with homeowners, real estate brokers and sales-persons, contractors, engineers, architects and the general public pertaining to various code requirements and permit procedures

Advises and assists field inspectors with commercial and more complex fire and building code interpretations.

Assures that residential, commercial and industrial projects meet code requirements before building permits are issued

Assists in issuing building permits and collects fees.

Develops plan checklists for review by supervisor.

Advises and serves as information source to other inspectors, contractors, engineers and public on building inspection.

Advises and trains Inspectors on procedures for abatement of complaints and substandard housing.

Prepares enforcement requests for non-compliance of codes and ordinances for City Attorney review

Makes structural inspections of electrical wiring and fixtures, mechanical, plumbing, fire sprinklers and alarms, and liquid petroleum installation for conformance to code

Attends meetings of pertinent organizations to stay current in the field of fire and building code inspection

Estimates cost of rehabilitating existing structures to comply with codes.

Assures rehabilitation measures are taken.

Assists with review of plans for Site Plan Review

Maintains records of inspections, red tags and related documents pertaining to fire and building code compliance

Performs plan review for fire prevention and building code compliance as needed.

Performs related duties as required

MINIMUM QUALIFICATIONS:

Knowledge of – Accepted safety standards and methods of building construction; Building construction principles and practices, including familiarity with carpentry, plumbing, mechanical and electrical trades; Principles and techniques of building inspection work; Building related codes and ordinances enforceable by the City, specifically the Uniform Building Code

Skilled in - Building code interpretation; Fire code interpretation

Ability to - Learn building related codes and ordinances enforceable by the City, specifically the Uniform Building Code; Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices; Learn to perform journey level inspection skills in a variety of specialty trade areas; Learn to perform competent and efficient work as a combination building inspector; Read and interpret routine building plans and specifications; Advise on standard construction methods and requirements; Make mathematic computations rapidly and accurately; Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted in the course of work; Enforce necessary regulations with firmness and tact; Inspect various types of residential, commercial and industrial buildings; Perform competent and efficient work as a combination building inspector; Determine that construction systems conform to City code requirements; Apply City codes and policies regarding safety, environmental matters, and other regulations to field situations; Work independently without supervision.

Licenses and Certificates – Possession of, or ability to obtain, a combination Building Inspector certificate issued by the International Conference of Building Officials

Possession of or ability to obtain a valid California Driver’s License may be required

Physical Abilities and Work Environment – Work is performed mostly outdoors. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. Must be able to climb ladders and walk on structures under construction.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Two years of experience as a building inspector.

Education - Graduation from High School; Building inspection technology or ICBO courses.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date