

BUILDING INSPECTOR/FIRE INSPECTOR

DEFINITION

To perform routine to complex technical building construction and fire code inspection work in the enforcement of building and fire codes; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Building Inspection Manager / Fire Marshal.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Reviews and approves plans submitted for building permits; ensures conformance to applicable electrical, mechanical, plumbing, zoning, accessibility and other speciality codes and regulations of City, county, state and federal agencies.

Inspects industrial, commercial and residential buildings at various stages of construction for compliance with approved plans and codes.

Inspects existing buildings for code compliance; performs occupancy inspections.

Reviews fire prevention plans for compliance with fire and life safety codes.

Inspects new buildings, remodels and additions for special fire protection features; inspects above-ground gas tanks; performs annual fire prevention inspections of various educational, multi-family residential, hotels/motels, hazardous and assembly buildings; inspects fireworks facilities and events.

Assists and participates in arson cause and origin investigations.

Responds to complaints for code and ordinance violations; enforces codes and ordinances; issues warnings and citations; prosecutes cases for non-conformance, and testifies in court as necessary.

Interprets zoning, building, fire and other code requirements to engineers, architects, contractors, developers, property owners, tenants, realtors and others as necessary.

Assists the public in completing and filing permit applications.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding code enforcement and fire safety issues.

Keeps abreast of new developments in building / fire code enforcement and fire safety.

Represents the division in various City, civic and community meetings as required.

Maintains detailed work records and prepares comprehensive reports as required.

Performs duties of Building Inspection Manager / Fire Marshal in his/her absence as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern principles, practices, techniques and equipment of building inspection and code enforcement operations.

Uniform building, uniform fire, electrical, plumbing, mechanical and general construction codes.

Electrical, carpentry, masonry and plumbing work methods and materials.

Safety standards and methods of building construction for commercial, industrial and residential structures.

Basic principles of structural design and engineering mathematics.

Research methods and sources of information related to building / fire code enforcement.

Principles of proper fire protection and planning.

Basic principles of leadership and supervision.

Modern office practices and technology, including the use of computers for word and data processing.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Ability to:

Read, understand, interpret, apply and enforce federal, state and local laws, rules and regulations.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Read and understand complex plans, specifications and blueprints.

Apply technical knowledge and follow proper inspection techniques to examine

workmanship and materials, and detect deviations from plans, regulations and standard construction practices.

Advise on standard construction methods and requirements for residential, commercial and industrial buildings.

Provide guidance and leadership of staff as assigned.

Prepare clear and concise inspection reports.

Perform mathematical computations with accuracy.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience:

Three years of experience in general construction, at least two of which involved building inspection, plan checking and enforcement of building codes.

Education:

Two years of post-secondary college or technical instruction in building technology, construction management, mechanical, electrical, plumbing or building construction.

Substitution:

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Additional Requirements:

Possession of a valid California Class "C" driver's license.

Possession of a valid California Combination Inspector certificate.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, heights, fumes, dusts, odors, toxic or caustic chemicals, vibration.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 50 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual

discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.