



**AUGUST 2020**  
**FLSA: NON-EXEMPT**  
**Bargaining Unit: TC**  
**JCN: 4501/4502/4503**

County of El Dorado

PA # 4/BI.1-3  
August 1990  
Revised May 1997  
Revised August 1997  
Revised July 1999  
Revised April 2000  
Revised November 2012  
Added Building Inspector III, revised from Sr. Building Inspector

## BUILDING INSPECTOR I/II/III

### DEFINITION

Under immediate or general supervision, performs skilled building and related health and safety inspection work in the interpretation and enforcement of structural, mechanical, electrical, plumbing, and related codes and regulations ~~regulating~~related to new building construction, remodeling, repair, and use ~~and~~; performs ~~plan checks~~professional work in checking plans, calculations, specifications, technical reports, and other submittal documents for compliance with federal, state, and local building codes, ordinances, and regulations; ensures conformance with approved plans, specifications, standards, permits, licensing, and safety standards; assists contractors, design professionals, and the public regarding construction code requirements; and performs related duties as assigned.

### **DISTINGUISHING**

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate or general supervision from the Building Inspection Supervisor. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

*Building Inspector I:* This is the entry-level ~~class classification~~ in the ~~building inspection~~ Building Inspection class series. Initially under close supervision, incumbents perform inspections in specialty craft areas, such as building and related mechanical, electrical, or plumbing areas. As experience is gained, inspections expand to include varied craft areas and types of inspection. ~~This class is alternatively staffed with Building Inspector II and III and incumbents may advance to the higher level after gaining experience and demonstrating proficiency to meet the qualifications of the higher level class;~~ close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level are not expected to function at the same skill level as the II-level, and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

*Building Inspector II:* This is the fully qualified journey-level ~~class classification~~ in the ~~building inspection~~ Building Inspection class series. Incumbents are fully competent and expected to perform specified inspections on residential, ~~commercial~~non-residential, and industrial structures and basic residential plan checks. Incumbents exercise independent judgment and make sound recommendations based on inspection findings. ~~This class is distinguished from the Building Inspector III class in that the latter is the advanced journey level/or a specialist class who perform the most complex inspections and/or plan~~

reviews findings. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Building Inspector III: This is the advanced journey-level classification in the Building Inspection class in the building inspection-series. Incumbents work under general supervision and exercise a higher level of discretion and independent judgment in this class typically have responsibility for performing the more full range of routine to complex inspections and/or plan review and approval, and may be assigned responsibility for providing direction to other building inspection staff. This.

This class is distinguished from the Operations Supervisor Sr. Building Inspector in that the latter is the first level supervisory position providing overall supervisory support for a division provides day-to-day technical and functional direction to lower-level staff, as well as by the performance of the most complex, technical, and specialized duties assigned to the class series.

Positions in the Building Department Inspection class series are flexibly staffed and positions at the III-level are normally filled by advancement from the II-level, and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

#### **EXAMPLES OF DUTIES TYPICAL JOB FUNCTIONS (Illustrative Only)**

##### **Building Inspector I**

- Conducts field inspections for residential permits, such as single family dwellings, additions, and remodels for compliance to building, mechanical, electrical, plumbing, and other related codes and regulations.
- Interprets codes and regulations.
- Intakes permit applications, calculate calculates and collect collects fees, and issues permits.
- Maintains records and files of Prepares and maintains a variety of correspondence, reports, correction notices, and other written material related to permits and inspections made.
- Tracks Records billable hours on time and material permits.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work duties as assigned.

##### **Building Inspector II**

In addition to the above, duties ~~for~~ performed by Building Inspector ~~II~~:

- Conducts field inspections for non-residential and industrial permits, such as shell buildings, and tenant improvements and remodels for compliance to building, mechanical, electrical, mechanical plumbing, and other related codes and regulations.
- Conducts basic commercial; inspects construction framing, foundations, grading inspections for compliance to the El Dorado County Grading Ordinance.
- Conducts, and for erosion control inspections on new construction and alterations to verify code compliance.
- Inspects setbacks from property lines and boundary determinations to ensure compliance with approved plans, construction codes, and zoning ordinances.
- Conducts basic disaster inspections (fire, flood, accident, etc.) to insure ensure public safety.
- Conducts site inspections for compliance to accessibility requirements.
- Conducts site inspections and assessments for compliance to Tahoe Regional Planning Agency (TRPA) land coverage requirements; conducts TRPA site assessments.
- Reviews and approves plans for basic residential and non-residential permit applications.

- ~~Reviews and approves residential building plans for compliance with basic planning requirements of national, state, and local codes and ordinances relative to building structure, electrical systems, plumbing, mechanical, fire safety, and energy.~~
- ~~Drafts plan review comments relative to code requirements in a manner that is technically sufficient for fundamental understandable of the owner or builder.~~
- ~~Meets with design professional, owners, builders, and others to discuss problem areas with submitted projects.~~
- ~~Works with state and County departments to ensure complete and accurate plan reviews.~~
- ~~Writes “stop work” notices for work being performed without permits or in an unsafe manner.~~
- ~~Advises property owners and contractors on matters relevant to construction and repair methods and materials; investigates and resolves.~~
- ~~Investigates complaints and problems regarding existing buildings or new construction to determine if code violations or problem conditions exist.~~
- ~~Explains inspection programs, and gives advice relevant to construction and repair methods and materials and permit processes to owners, architects, engineers, contractors, etc.~~
- ~~Testifies as an expert witness in court.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- ~~Performs related work as assigned.~~

### **Building Inspector III**

*In addition to the above, duties ~~for performed by Building Inspector I and II/III~~ include:*

- ~~Reviews and approves plans, and conducts complex commercial grading inspections for compliance to the El Dorado County Grading Ordinance and other applicable regulations.~~
- ~~Reviews and approves plans for requirements compliance related to erosion control compliance.~~
- ~~Conducts complex disaster inspections (fire, flood, accident, etc.) to insure public safety.~~
- ~~Reviews and approves plans for compliance to, accessibility requirements.~~
- ~~Reviews plans for compliance to, TRPA land coverage requirements; conducts TRPA site assessments.~~
- ~~Reviews, and approves plans for complex residential and complex non-residential permit applications.~~
- ~~Reviews and approves plans for compliance with planning requirements.~~
- ~~Acts as a liaison between the County, property owners, contractors, and other agencies on code requirement matters relevant to construction and repair methods and materials; maintains communication among parties involved; investigates and resolves complaints and problems.~~
- ~~Analyzes and prepares Assists with preparation of annual reports for ~~Regional Water Quality Control Boards.~~~~
- ~~Attends and reports on meetings of outside agencies.~~
- ~~Provides direction, training, work review and evaluation to building inspection staff.~~
- ~~Represents the County in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.~~
- ~~Provides input into selection decisions, disciplinary matters, and other personnel decisions.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- ~~Performs related work as assigned.~~

### **QUALIFICATIONS**

**NOTE:** ~~The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.~~

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Building Inspector I, II, and III:

**Knowledge of:**

- Principles and practices in general construction, and electrical and mechanical systems.
- Building, electrical, plumbing, and Title 24 and Title 25 of the California State Codes.
- Principles and techniques of building inspection work.
- Principles of structural design and engineering mathematics.
- Applicable federal, state, and local laws, codes, rules, regulations, ordinances, and organizational policies and procedures governing the construction of assigned projects.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Recordkeeping principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques, materials for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Building Inspector II and III:

- Principles, practices, and methods used in a specified building construction craft areas, including plumbing, electrical, mechanical, building, and/or others of residential structural and building plan review.
- Specific Practices for documenting plan checking procedures, correcting discrepancies, and implementing court procedures.
- Legal processes and considerations involved in prosecuting violations of the building codes regulating plumbing, electrical, mechanical, housing and ordinances.
- Terminology and technical report writing requirements related to building and safety programs.
- Principles of structural design and engineering mathematics.
- Research methods and sources of information related to building code enforcement.

Building Inspector III:

- Advanced principles, practices, and methods of residential, structural, and building plan review.
- Advanced practices for documenting plan checking procedures, correcting discrepancies, and implementing court procedures.
- Advanced principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for industrial and residential buildings.
- Advanced principles and practices in general construction, and electrical and mechanical systems.
- Advanced building, electrical, plumbing, and Title 24 and Title 25 of the California State Codes.
- Advanced principles and techniques of building inspection work in area of assignment.
- Laws and ordinances regulating building construction and zoning site development.
- Building inspection practices Terminology and methods, including techniques for dealing with the public in stressful situations.

- ~~Appropriate health~~ technical report writing requirements related to building and safety programs.

**Ability to:**

*Building Inspector I, II, and III:*

- ~~Apply departmental methods used in,~~ practices, and procedures.
- Read and interpret building and construction plans, diagrams, and specifications.
- Enforce a wide range of building and related codes and regulations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

**Skill in:**

- ~~Performing~~ Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

*Building Inspector II and III:*

- Perform thorough and accurate inspections of the construction, alteration, or repair of buildings and site development.
- ~~Enforcing a wide range of building, and related codes and regulations.~~
- ~~Interpreting and applying complex codes and regulations.~~
- ~~Reading and interpreting~~ Analyze and interpret plans and specifications and detecting deviations from approved plans.
- ~~Reviews~~ Review and ~~writes~~ advise homeowners of corrections required for basic residential plan checks.
- ~~Exercising sound independent judgment within established guidelines.~~
- ~~Maintaining~~ Perform required mathematical computations with accuracy.
- Maintain accurate records and ~~preparing~~ prepare clear and concise reports and ~~documentation~~ other written material.
- ~~Dealing courteously and communicating effectively with a variety of individuals, including resolving job-related problems.~~
- Collect, interpret, and analyze office and field inspection data accurately.
- Perform technical inspections.

*Building Inspector III:*

In addition to the qualifications for Building Inspector I/II:

**Knowledge of:**

- ~~Laws and ordinances regulating site development.~~

- ~~• Basic zoning principles and ordinances.~~
- ~~• Basic supervisory principles and practices as related to a lead role.~~

**Skill in:**

Enforcing a wide range of

- ~~•> Enforce site development, zoning, and related codes and regulations.~~
- ~~• Reviewing and writing corrections for residential and non-residential plan checks.~~
- ~~• Planning, assigning, directing, and reviewing the work of others.~~
- ~~• Training others in work procedures.~~

- ~~> **Other Requirements:** Perform complex technical plan reviews.~~
- ~~> Analyze complex office and field inspection data accurately.~~

~~Building Inspector III~~

~~Must possess a valid driver's license. Must possess and maintain an International Code Council (I.C.C.) Building Inspector Certificate at the time of appointment.~~

**Building Inspector III**

~~Must possess a valid driver's license. Must possess and maintain either an International Conference of Building Inspectors (I.C.B.O.) Building Inspection Certificate or I.C.C. Building Inspector certificate at the time of appointment. Must obtain and maintain an I.C.C. Plans Examiner Certification within two (2) years of appointment.~~

**Education and Experience:**

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.~~

~~*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*~~

Building Inspector I:

~~Experience:—~~

~~Equivalent to graduation from high school;~~

AND

Two (2) years of journey-level experience in craft work in the building trades,

~~-or-~~

~~Two years of journey level experience in~~ processing permit applications and enforcing various building and/or planning codes,

~~-or-~~

~~Two years of journey level experience in~~ reviewing plans for compliance with regulations and codes.

~~Completion of college Accredited technical school or College-level coursework in building inspection, engineering, architecture, construction technology, or a closely related field ~~may be substituted for the required experience on a year for year basis~~ is preferred.~~

Building Inspector II:

~~In addition to the above:~~

Experience:—

Equivalent to graduation from high school. Completion of an accredited technical school or college-level program for building inspection, plan review, or a closely related field is desirable.

AND

Two (2) years of building inspection experience at a level equivalent to the County's class of Building Inspector I.

~~-or-~~

~~Education:— The educational equivalent to an Associate of Science degree in Building Inspection Technology.~~

~~*Building Inspector III:*~~

~~In addition to the above:~~

Experience:—

Equivalent to graduation from high school. Completion of an accredited technical school or college-level program for building inspection, plan review, or a closely related field is desirable.

AND

Two (2) years of journey-level building inspection experience at a level ~~equivalent~~equivalent to the County's class of Building Inspector II.

**Licenses and Certifications:**

*Building Inspector I/II/III:*

- Possession of, or ability to obtain and maintain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a valid International Code Council (I.C.C.) California Residential Building Inspector (J1) or Residential Building Inspector (B1) certificate at the time of appointment.

*Building Inspector* **Physical Demands (All levels)**

*II/III:*

Possession of the I.C.C. Permit Technician (14) and Residential Plans Examiner (R3) certificates.

*Building Inspector III:*

- Possession of the I.C.C. California Commercial Building Inspector (I1) or Commercial Building Inspector (B2) certificate.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle, drive on surface streets, and make inspections; strength, stamina, and mobility to perform light physical work; vision to read printed materials and a computer screen and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking uneven terrain and



~~landscapes when performing inspections.~~ Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate ~~above-mentioned tools and~~ standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and climb closed to ~~perform work~~ retrieve and ~~inspect work sites.~~ file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

#### **Environmental Elements (All levels)**

#### **ENVIRONMENTAL CONDITIONS**

Employees ~~partly~~ work partially in ~~the~~ office environment with moderate noise levels and partly controlled temperature conditions, and partially in the field ~~and~~ where they are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset members of the public or with staff ~~and/or public and private representatives and contractors in~~ under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

#### **Working Conditions (All levels)**

#### **WORKING CONDITIONS**

May be required to work various shifts, including early mornings and evenings to accommodate projects.