

## **BUILDING INSPECTOR I/II/III**

### **DEFINITION**

Under 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 new building construction, remodeling, repair and use and performs plan checks.

### **DISTINGUISHING CHARACTERISTICS**

**Building Inspector I** is the entry-level class in the building inspection 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.

**Building Inspector II** is the journey level class in the building inspection series, fully competent and expected to perform specified inspections on residential, commercial 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.

**Building Inspector III** is the advanced journey level class in the building inspection series. Incumbents in this class typically have responsibility for the more complex inspections and/or plan review and approval, and may be assigned responsibility for providing direction to other building inspection staff. This class is distinguished from the Operations Supervisor in that the latter is the first level supervisory position providing overall supervisory support for a division in the Building Department.

### **EXAMPLES OF DUTIES (Illustrative Only)**

#### **Building Inspector I**

- Conducts 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 and collect fees and issues permits.
- Maintains records and files of permits and inspections made.
- Tracks billable hours on time and material permits.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

## **Building Inspector II**

In addition to the duties for Building Inspector I:

- Conducts inspections for non-residential permits such as shell buildings, tenant improvements and remodels for compliance to building, mechanical, electrical, plumbing and other related codes and regulations.
- Conducts basic commercial grading inspections for compliance to the El Dorado County Grading Ordinance.
- Conducts erosion control inspections.
- Conducts basic disaster inspections (fire, flood, accident, etc.) to insure public safety.
- Conducts site inspections for compliance to accessibility requirements.
- Conducts site inspections for compliance to TRPA land coverage requirements; conducts TRPA site assessments.
- Reviews and approves plans for basic residential and non-residential permit applications.
- Reviews and approves plans for compliance with basic planning requirements.
- Advises property owners and contractors on matters relevant to construction and repair methods and materials; investigates and resolves complaints and problems.
- 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 duties for Building Inspector I and II:

- Reviews and approves plans and conducts complex commercial grading inspections for compliance to the El Dorado County Grading Ordinance.
- Reviews and approves plans for 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 residential and complex non-residential permit applications.
- Reviews and approves plans for compliance with planning requirements.
- Acts as liaison between the County, property owners, contractors and other agencies on matters relevant to construction and repair methods and materials; maintains communication among parties involved; investigates and resolves complaints and problems.
- Analyzes and prepares 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.
- 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.

### **Building Inspector I/II**

#### **Knowledge of:**

- Techniques, materials and methods used in a specified building construction craft areas, including plumbing, electrical, mechanical, building, and/or others.
- Specific codes regulating plumbing, electrical, mechanical, housing or building construction work in area of assignment.
- Laws and ordinances regulating building construction and zoning.
- Building inspection practices and methods, including techniques for dealing with the public in stressful situations.
- Appropriate health and safety methods used in construction work.

#### **Skill in:**

- Performing 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 plans and specifications and detecting deviations from approved plans.
- Reviews and writes corrections for basic residential plan checks.
- Exercising sound independent judgment within established guidelines.
- Maintaining accurate records and preparing clear and concise reports and documentation.
- Dealing courteously and communicating effectively with a variety of individuals, including resolving job-related problems.

### **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 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:**

### **Building Inspector I/II**

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 an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

### **Building Inspector I:**

Experience: Two 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 level coursework in building inspection, engineering, architecture, construction technology or a related field may be substituted for the required experience on a year for year basis.

### **Building Inspector II:**

In addition to the above:

Experience: Two 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: Two years of journey level building inspection experience at a level equivalent to the County's class of Building Inspector II.

### **Physical Demands (All levels)**

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer, 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 hearing and speech to communicate in person 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 equipment. Positions in this classification bend, stoop, kneel, reach, and

climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

**Environmental Elements (All levels)**

Employees partly work in the office and partly in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**Working Conditions (All levels)**

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