



BUILDING INSPECTOR I
BUILDING INSPECTOR II

DEFINITION

To perform plan review and inspect commercial and residential building projects; to enforce a variety of codes, ordinances, and established standards to achieve compliance with applicable electrical, mechanical, plumbing, structural, and dangerous housing/building codes.

DISTINGUISHING CHARACTERISTICS

Building Inspector I - This is the entry level class in the Building Inspector series. This class is distinguished from the journey by the performance of the more routine tasks and duties. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as an entry class, employees may have only limited related work experience. Employees work under immediate supervision while learning the full range of job duties and tasks.

Building Inspector II - This is the journey level class within the Building Inspector series. This class is distinguished from the entry level by the assignment of the full range of duties. Employees 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. Incumbents handle the more complex and difficult situations and issues. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

Building Inspector I

- Receives immediate supervision from an assigned supervisor.

Building Inspector II

- Receives general supervision from an assigned supervisor.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Perform inspections of commercial/residential buildings and structures to determine compliance with the structural, mechanical, plumbing, electrical, and housing codes and approved plans; review plans and applications for building permits; issue building permits; issue certificate of occupancy.
- Work with diagrams, specifications, plans, and similar documents; read and interpret building construction and engineering plan specifications and codes.

- Respond to customer services issues; investigate violations and complaints; identify illegal construction activity and issue violation notices.
- Confer with and assist architects, engineers, contractors, builders, and the general public in the field and office regarding the interpretation of requirements and restrictions; provide educational training within a complicated regulatory area.
- Prepare and maintain reports, letters, and correction notices on code violations and variations from approved plans; update permit activity information in a specialized database or permit management tracking programs; maintain inspection or permit file; submit inspection reports as required; perform office duties as necessary.
- Participate in training program for inspectors; keep current on new codes, ordinances, laws, and amendments.
- Perform duties as needed when assigned to standby duty or on-call to provide after-hours emergency assistance related in storm activities or other issues; respond in emergency situations as needed.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Building Inspector I

Knowledge of:

- Principles and techniques of building construction.
- Principles and practices of work safety.
- Principles and practices of customer service, including conflict resolution.
- Common computer application programs such as word-processors, spreadsheets, database programs, and presentation software.

Ability to:

- On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve building division activities.
- On an intermittent basis, walk, stand, kneel, climb and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; climb ladders or scaffolding, ranging up to 50-60 feet, in order to access and walk on roof tops, walk on 6/12 pitched roof tops; access and enter cramped quarters such as crawl spaces located under buildings or spaces such as attic areas; walk over rough uneven or rocky surfaces, and to jump over trenches and other obstacles; sit at desk for long periods of time and stand at the counter to answer questions of the public; use telephone and write or use a keyboard to communicate through written means; lift, carry, or pull weight of 30 pounds or less.

- Learn and apply building related codes enforceable by the city.
- Learn and apply a variety of zoning, general land use and related codes.
- Read and interpret building plans, specifications and building codes.
- Make arithmetical computations rapidly and accurately.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use a computer with proficiency and familiarity; collect, analyze, and summarize data using computer application programs.
- Communicate clearly and concisely, both orally and in writing.
- Use principles of effective office and field safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Preserve confidentiality of sensitive information routinely encountered in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of experience in the trades or as a contractor in a variety of building construction activities. Some experience as a building inspector is highly desirable.

Training:

Equivalent to the completion of the twelfth grade. Additional college coursework in Building Inspection Technology is highly desirable.

License or Certificate:

Possession of a Building, Plumbing, Mechanical or Electrical Inspector Certificate by the International Code Council (ICC) or other approved certifying organization highly desirable.

Possession of a valid California driver's license and proof of automobile liability insurance.

Building Inspector II

In addition to the qualifications for the Building Inspector I:

Knowledge of:

- Principles and practices of the adopted Building, Plumbing, Mechanical, and Electrical Codes, and pertinent state, county, and city codes and ordinances.
- Proper inspection techniques to examine the quality of work and materials, and detect deviations from plans, regulations, and standard construction practices.
- Principles and practices of plan checking.
- Principles of structural design, engineering mathematics, and soil engineering.
- Project tracking methodologies.
- A variety of zoning, general land use and related city codes.

Ability to:

- Inspect and analyze standard building construction and identify code violations.
- Advise on standard construction methods and requirements.
- Interpret and apply applicable laws, rules and regulations.
- Analyze, interpret and check plans, specifications, and calculations.
- Increase knowledge of building and related codes and ordinances enforceable by the City, specifically: Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, National Electrical Code, State Housing Law, basic zoning, grading, and flood zone regulations.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of experience similar to a Building Inspector I with City of Citrus Heights.

Training:

Equivalent to the completion of the twelfth grade. Additional college coursework in public administration, planning, plan checking, and/or building inspections techniques, principles, and practices are desirable.

License or Certificate:

Possession of, a Building, Plumbing, Mechanical or Electrical Inspector Certificate by the International Code Council (ICC) or other approved certifying organization. Multiple certificates are highly desirable.

Possession of a valid Plans Examiner Certificate is highly desirable.

Possession of a valid California driver's license and proof of automobile liability insurance.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

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