



Building Inspector/Senior Building Inspector

Definition

To perform inspections of buildings and structures in all stages of construction and accurately document the results of the inspection. To review various building, construction, improvement, repair and related building plans and specifications with applicable building, residential, plumbing, electrical, mechanical, fire, energy, green building standards and housing codes. To compute fees and issue permits, and to do related work as required.

Class Characteristics

Building Inspector — Positions allocated to this class exercise a high degree of independent judgment in performing all aspects of plan checking not requiring review by a licensed Engineer or Architect. This is the full journey level class in the Building Inspector series. 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 within the work unit. This position reports directly to the Senior Building Inspector and may receive technical and functional supervision from the Building Official.

Senior Building Inspector — This is the advanced journey level class in the Building Inspector series. Employees at this level perform the more complex structural building inspections requiring the use of independent judgment. This class is distinguished from the Building Inspector class by the responsibility assumed as a lead worker in supervising and coordinating field operations and providing technical guidance to building inspections personnel.

Supervision Received and Exercised

Building Inspector — Receives general supervision from the Senior Building Inspector and may receive technical and functional supervision from the Building Official.

Senior Building Inspector — Receives direction from the Building Official. Exercises direct supervision over professional and technical staff.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Provide training to new and existing inspection staff to ensure uniform application of appropriate codes, rules, and regulations.

Perform on-site inspections for industrial, commercial and residential buildings and structures for various stages of construction and remodeling to assure compliance with approved plans, specifications, and applicable codes and regulations of the City, County, State, and Federal agencies.

Issue correction notices and notice of violations and monitor compliance with the corrective measures.

Complete and maintain a variety of records, reports, documents and correspondence.

Inspect air conditioning, plumbing, mechanical and routine electrical systems.

Assure proper and safe installations of routine and complex building systems.

Perform Plan Check review of construction drawings, basic calculations, reports and specifications for compliance with the applicable California Code of Regulations and prepare written responses as necessary.

Provide information by telephone, email and at the Public Counter in response to questions regarding building codes and ordinances, building permit application process and procedures;

Assist the public in completing applications and other necessary forms. Reviews applications.

Accepts construction plans and plan documents for permit processing. Calculate permit fees and issue building permits for various scopes of work.

Approve and issue less complicated non-structural plan checks over the counter.

Confer with developers, contractors, architects, engineers, and the general public to explain building code requirements and answer questions.

Explain and interpret requirements and restrictions.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of quality customer service.

Assist the Building Official as needed.

Perform related duties as assigned.

In addition, the Senior Building Inspector supervises, trains and evaluates assigned personnel.

Qualifications

Building Inspector

Knowledge of:

General provisions of the building related codes and ordinances enforceable by the City, including the California Building Code, Residential Code, Plumbing, Electrical, Mechanical, Fire, Energy and Green Building Standards Code.

Accepted safety standards and methods of building construction.

Principles, practices and procedures in the construction trades, including carpentry, plumbing, mechanical, electrical and heating/air-conditioning.

Principles and techniques of building inspection duties.

Ability to:

Read and interpret construction plans and specifications and to enforce their application.

Keep records and prepare reports.

Learn and apply specific provisions of applicable codes, ordinances and regulations enforced by the City.

Perform inspections by applying technical knowledge and following proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.

Make arithmetical computations rapidly and accurately.

Communicate clearly and concisely, both orally and in writing.

Use Windows, Excel, PowerPoint and Word. Permitting/Inspection software and other job related computer programs.

On a continuous basis, sit at a desk for short periods of time. Twist and reach office equipment. Intermittently stand, walk, bend, climb, kneel and squat while conducting field inspections. Use telephone, and write or use a keyboard to communicate through written means, and lift or carry weight of 30 pounds or less.

On a continuous basis, know and understand aspects of the job, and explain codes, regulations, and procedures to contractors, developers, the general public, representatives of other public agencies, and other City staff.

Work at indoor and outdoor construction sites at different heights and in confined spaces. Walk on uneven surfaces, climb into trenches, and work on ladders;

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

Education and Experience

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:

Equivalent to the completion of the twelfth grade.

Three years of experience at a journey level in the building trades or building construction or one year of experience as a Building Inspector with a local government agency.

Licenses and Certifications

Possession of an International Code Council (ICC) certification or ability to obtain one within one year of appointment. Possession of, or ability to obtain, a valid Class C California driver's license.

Senior Building Inspector

In addition to the qualifications for Building Inspector:

Knowledge of:

Legal procedures involved in the enforcement of building codes and ordinances.

Principles of supervision and training.

Ability to:

Supervise, schedule, and coordinate the field operations of the Building Division.

Read, analyze, and interpret complex plans and specifications.

Supervise, train, assign, review, and evaluate subordinate personnel as assigned.

Advise on standard construction methods and requirements and building codes and ordinances.

Perform journey level inspections in a variety of specialty trade areas.

Knowledge of current construction standards, codes, and regulations.

Education and Experience

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:

Equivalent to the completion of the twelfth grade supplemented by I.C.C. or other specialized training.

Three years of increasingly responsible experience performing duties similar to a Building Inspector with the City of Cupertino. Supervisory experience desired.

FLSA: Non-exempt

Est. 7/1971

Rev. 12/1989, 11/1997, 12/2004, 9/2005, 1/2015