

Class Code: 288 + 087
City of Anaheim
Class Specification

Classification: BUILDING INSPECTOR I/II

DEFINITION

To conduct building inspections on new and altered structures to ensure compliance with applicable building codes and regulations; to conduct inspections within a specialized trade area including electrical, mechanical, structural and plumbing; to enforce all Uniform Building Codes for the City; and to perform a variety of inspection duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Building Inspector I--This is the entry level class in the Building Inspector series. This class is distinguished from the Building Inspector II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited related work experience. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

Building Inspector II--This is the full journey level class within the Building Inspector series. Employees within this class are distinguished from the Building Inspector I by the performance of the full range of duties as assigned including inspection of a specialized trade area. 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. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS--Responsibilities and duties may include, but are not limited to, the following:

Conduct field inspections of industrial, commercial and residential buildings during various stages of construction and remodeling; ensure compliance with applicable building codes, regulations and approved plans.

Inspect foundation, cement, framing, plastering, plumbing, heating and electrical installations; check studs, joist, rafter spacing and other structural factors; examine grade, quality and treatment of lumber, cement, wire and composition.

Conduct mobile home plan checks and inspections including structural, plumbing, electrical and mechanical and remodeling or new installations.

Ensure conformance to Uniform Building, Plumbing and Electrical Codes, pertinent provisions of State and County health and environmental ordinances and Title 24 Energy Conservation Act; issue verbal warnings or written citations for construction work in non-compliance.

Consult with architects, engineers, contractors, developers and home owners; explain and interpret building methods, standards, codes and regulations.

Organize and plan daily inspection route according to requests received; discuss and resolve code related problems with the general public, architects, contractors and builders.

Explain and interpret codes in settling building and construction disputes; read and interpret approved plans and answer questions.

Coordinate building inspection activities with other City department and divisions.

Utilize integrated automated system and peripheral devices to develop reports and correspondence and to maintain inspection and permit records.

Maintain and update accurate records of building inspections conducted; prepare necessary correspondence and reports as requested.

Conduct post-fire and post-disaster investigations to determine magnitude of damage.

Perform related duties and responsibilities as required.

JOB RELATED QUALIFICATIONS:

Building Inspector I

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

Experience: Some responsible experience in a variety of building construction work or related inspection work.

Knowledge of: Methods and techniques of conducting building inspections. Basic methods and techniques applied to the design and construction of residential, commercial and industrial buildings. Basic building construction materials and methods used at all stages of construction. Occupational hazards and standard safety practices.

Ability to: Learn pertinent Federal, State and local laws, codes and regulations including the Uniform Building, Plumbing, Mechanical, Electrical and Structural codes. Learn to identify violations of building codes or ordinances. Learn to interpret code requirements and respond to technical questions. Learn to examine workmanship and materials to detect deviations from regulations, plans and standard construction practices. Learn to apply technical knowledge and follow proper inspection techniques to examine work and materials. Read and interpret complex building plans and specifications. Interpret, explain and enforce applicable building codes and ordinances. Make mathematical computations quickly and accurately. Respond to requests and inquiries from the general public, developers, engineers and architects. Prepare clear and concise reports. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

License or Certificate: Possession of, an appropriate, valid driver's license. Possession of, or ability to obtain, an appropriate, valid registration as a Certified Inspector in one specialized trade area.

Building Inspector II

In addition to the qualifications for Building Inspector I:

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

Experience: Extensive experience in the building construction field in one of the following trades: plumbing, mechanical, electrical or structural.

Knowledge of: Methods and techniques applied to the design and construction of residential, commercial and industrial buildings. Building construction materials and methods used at all stages of construction. Pertinent Federal, State and local laws, codes and regulations including the Uniform Building, Plumbing, Mechanical, Electrical and Structural codes.

Ability to: Apply technical knowledge and follow proper inspection techniques to examine work and materials. Identify violations of building codes or ordinances. Interpret code requirements and respond to technical questions. Examine workmanship and materials to detect deviations from regulations, plans and standard construction practices.

License or Certificate: Possession of, an appropriate, valid driver's license. Possession of registration as a Certified Inspector in one specialized trade area.

Supervision Received: Building Inspector I--Receives immediate supervision from assigned Building Inspection Supervisor.

Building Inspector II--Receives general supervision from assigned Building Inspection Supervisor.

Environmental Conditions: Field and construction site environment; travel from site to site; extensive public contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; bending, stooping, kneeling, crawling; visual acuity for conducting building inspections; operating motorized vehicles.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Building Inspector I
Former Class Title - Junior Building Inspector
New 10/85 - Ralph Andersen & Associates
Revised 9/90 - E. Cruz/C. Harris
Revised 4/99 - Johnson & Associates

Building Inspector II
Former Class Title - Building Inspector
Revised 10/85 - R. Andersen & Associates
Revised 9/90 - E. Cruz/C. Harris
Revised 3/91 - Building Inspectors/C. Harris
Revised 4/99 - Johnson & Associates
Revised 10/01 - Cooperative Personnel Services
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