

CITY OF SIMI VALLEY

BUILDING INSPECTOR I/II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Building Inspector I) or general supervision (Building Inspector II), performs technical building inspection and plans examining work to enforce compliance with building codes, regulations and ordinances; researches new construction materials and methods; reviews plans for compliance with city, state, and federal rules and regulations; and provides information to and works with the public to resolve problems.

DISTINGUISHING CHARACTERISTICS

Building Inspector I – This is the entry-level classification in the Building Inspector job series. This class is distinguished from the Building Inspector II by performing more routine and standardized building inspections work under close supervision. Since this is the entry-level class within the series, employees may have only limited or no directly related building inspections experience. Advancement to the Building Inspector II level is based on demonstrated proficiency in performing the assigned functions and possession of an appropriate building inspector certification, 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. 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 series are flexibly staffed and positions at the Building Inspector II level are normally filled by advancement from the Building Inspector I level.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Inspect commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.
2. Examine plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable city, state, and federal construction codes, ordinances, rules, and regulations.
3. Inspect existing buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances.
4. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, routine plumbing, heating and electrical installations and a large variety of other complex and routine building system elements.
5. Conduct inspections of swimming pools at construction sites for compliance with regulations; enforce state mandates as necessary.

CITY OF SIMI VALLEY
Building Inspector I/II (Continued)

6. Respond to citizen complaints and concerns; serve due process letters to violators as necessary.
7. Issue notices to comply on violations; maintain records of history of facts for possible legal actions.
8. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret building requirements and restrictions.
9. Log, route, track, and process all incoming plans; respond to code and related questions in person and on the phone.
10. Maintain files, records, and reports regarding inspection and plan check activities and findings.
11. Confer with and provide information and assistance to architects, engineers, contractors, builders, and the general public in the field and office; explain and interpret applicable codes, ordinances, and zoning regulations.
12. Attend and participate in meetings; stay abreast of new trends and innovations in the field of building inspection and plans examination.
13. Conduct inspections and review plans for seismic safety precautions and code compliance.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Building-related codes and ordinances enforced by the City, including the California building, electrical, plumbing and mechanical codes.
General zoning and land use laws.
General building and construction terminology.
General grading practices.
Codes and ordinances related to disabled and public access.
Principles and techniques of building inspection and plans examining work.
Principles of structural design and engineering mathematics.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction for commercial and residential buildings.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and building codes.
Determine if construction systems conform to City Code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Make mathematical computations rapidly and accurately.
Enforce necessary regulations with firmness and tact.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Building Inspector I

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized training in the building trades and/or code enforcement desirable.

Experience:

Two years experience in the building construction trades, building technology industry, or related field. Experience at a journey level is desirable. Experience conducting building inspections is also desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid building inspector certificate within one year of employment.

Building Inspector II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the building trades and/or code enforcement.

Experience:

Two years of increasingly responsible building inspection experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of an appropriate, valid building inspector certificate at time of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office, field and construction site environment; travel from site to site; work at public counter; exposure to noise, dust and electrical energy.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk, climb, (i.e.: ladders, scaffolds, slopes, roofs, trenches), crawl (in attics or under flooring), and/or kneel for prolonged periods of time; sufficient mobility to work in and around construction projects; requires operating motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

Adopted: March 2006

Revised: July 2016; November 2019