

## **BUILDING INSPECTOR I**

### **DEFINITION**

This is the entry level position in the Building Inspector series. Under direction from the Building Official or designated appointee, the Building Inspector I inspects buildings being constructed, altered, or repaired; Determines conformance with approved plans, adopted codes, zoning laws, statutes and ordinances; Plan checks residential and less complicated commercial projects; Responds to questions from the public at the counter and through other forms of communication; Investigates complaints and prepares notices and reports; Receives applications and issues permits as directed; Maintains and improves computer permitting and record maintenance, and performs other work as required.

The Building Inspector I level is distinguished from the Building Inspector II level due to the level of experience in the field of building inspection and the level of job knowledge. This is a generalist class wherein incumbents are charged with conducting inspections in the less complicated phases of building construction and plan review.

### **SUPERVISION EXERCISED AND RECEIVED**

Reports to the Building Official or designated appointee.

### **ESSENTIAL AND IMPORTANT DUTIES** - Duties are not limited to the following:

- Inspects buildings and structures in various stages of progress using approved plans and codes to determine conformance.
- Discusses conformance problems with contractors and permit holders and assists them by indicating needed changes and possible modifications to bring the construction into conformity.
- Issues Stop Work Notices in situations where work is performed without benefit of a permit.
- Follows a predetermined schedule of inspections in an assigned area and prepares reports of inspections made. Schedules and coordinates field operations at request of Building Official.
- Maintains records of inspections made and actions taken.
- Prepares reports of deficiencies with respect to structural stability, sanitation, electrical, adequacy of heating and ventilating facilities, their use, and occupancy. Submits reports to the Building Official for review.
- Accepts completed permit applications for review.
- Logs applications and updates information in the Building Department computer system.
- Reviews residential and less complicated commercial plans for conformance to adopted codes.
- Prepares plan check comments and correspondence with applicants. Prepares permit fees and issues permits as directed.
- Responds to questions and information requests from the public regarding building codes, and status of applications or permits.
- Receives and investigates building complaints from the public.

- Investigates NPDES complaints from the public or staff as directed and prepares reports and posts necessary notices as directed by the Building Official.
- Maintains the designated permitting software selected by the City. Suggests improvements to the overall efficiency of the system. Relays the use of the system to other members of the Building Division staff and assists them in its use.

**JOB-RELATED AND ESSENTIAL QUALIFICATIONS:** Knowledge of building, electrical, plumbing, and mechanical codes and the ordinances enforced by the City of San Carlos; Knowledge of principles, practices and techniques of building inspection, building materials, and construction tools; Knowledge of accepted safety standards and modern methods of building construction. Computer proficiency is required.

Ability to communicate clearly and concisely, both orally and in writing. Establish, maintain, and foster cooperative working relations with all constituents, including co-workers, in the course of work.

**EDUCATION AND TRAINING:** Possession of a high school diploma, G.E.D. equivalency, or a high school proficiency certificate is required. Two years of experience in the building construction field as a licensed contractor, journey level carpenter, electrician, plumber or equivalent experience; or two years inspection experience with a municipal building department with at least one year experience above the trainee level. Possession of an Associate Science / Arts Degree with a major in construction and building inspection may be substituted for one year of the required experience.

**SPECIAL REQUIREMENTS:** Speak clearly and understandably. Ability to read and hear voices and telephones. Visual acuity to quickly and accurately review and interpret plans and diagrams and make inspections. Ability to inspect construction sites requiring physical flexibility and dexterity, including the ability to continually stand, bend, stoop, reach, crouch and climb. Normal color vision required.

**LICENSES, CERTIFICATES AND REGISTRATION:** Possession of a valid California Class C driver's license with a satisfactory driving record. International Code Council (ICC) Building Inspector certification required within the first year of employment.

Building Inspector I position may expect advancement to Building Inspector II position upon completion of 2 years with the City of San Carlos as a Building Inspector I; and performance evaluation ratings of satisfactory or above; and ICC certification as a Building, Electrical, Plumbing, and Mechanical Inspector, or equivalent; and upon recommendation by Building Official.