

## **BUILDING INSPECTOR II**

### **DEFINITION**

This is the journey level position in the Building Inspector series. The Building Inspector II is responsible for enforcement of codes, ordinances and approval conditions applicable to building construction, alterations and zoning, and interacts extensively with the public. The Building Inspector II works independently in the field and is responsible for decisions requiring technical judgment and expertise.

The Building Inspector II position is distinguished from the Building Inspector I position due to the higher level of experience and knowledge in the field of building inspection. Promotional appointees shall serve a 1-year probation period. This is a generalist class wherein incumbents are charged with conducting inspections in the more 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 in a thorough manner, detecting errors and deviations from approved plans. Ensures compliance with codes and regulations as adopted by the City of San Carlos. Resolves problems in the field in a timely manner.
- Checks to ensure the quality of building materials and methods used in construction or alterations are in conformance with codes and regulations as adopted by the City of San Carlos.
- Ensures construction or alteration of buildings is performed safely in accordance with approved plans and specifications.
- Provides useful and helpful information to builders and others regarding federal, state, and local construction requirements, and may assist the Building Official in training of other inspectors.
- Checks building sites to ensure proper building permits have been obtained for the work performed and takes appropriate action to correct violations.
- Issues correction notices for code violations and recommends action to the Building Official if corrections are not made. Prepares case records for presentation to the City Attorney's Office if prosecution becomes necessary.
- Makes and keeps accurate logs and records regarding building inspections, violation notices, investigations, and related information. Ensures the logs and records are up-to-date, legible, complete, and descriptive of the problems encountered and how they were resolved.
- Maintains a current, thorough working knowledge of relevant building codes and standards, and is able to correctly interpret and apply them. Studies new materials and methods of building construction to keep abreast of changing technology in the building construction industry.

- Recommends issuance of Certificates of Occupancy to the Building Official after conducting a final inspection of completed work and approval of structures and installations.
- Anticipates construction problems, and consistently takes steps to minimize the amount of corrective work needed by communicating with the applicant or contractor.
- Uses work time efficiently. Keeps up with assigned inspections and is prompt for inspection appointments. Notifies builder or home-owner if late for scheduled appointments. Consistently completes a reasonable number of inspections in relation to work time available. Schedule and coordinate field operations at request of Building Official.
- Reads and understands approved building plans. Effectively interprets plans while conducting field inspections required for the project.
- Checks and analyzes building construction plans in a timely manner to ensure compliance with applicable codes and policies. Identifies needed corrections and issues correction notices clearly explaining items to be addressed.
- Ensures deficiencies identified in plans are corrected prior to permit issuance.
- Maintains up-to-date, accurate commentaries of plan errors, omissions, and violations.

**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 combination inspection; Knowledge of building materials, construction tools, accepted safety standards, and modern methods of building construction.

Ability and skills to read and interpret building plans, diagrams, specifications and building codes. Detect poor workmanship, inferior materials, hazards from fire or collapse, and deviations from plans. Ability to recognize workplace safety hazards and necessary corrective action. With firmness and tact, enforce laws, codes and regulations as adopted by the City of San Carlos. Schedule and coordinate own workload and work independently. Maintain accurate and complete records. Analyze facts and exercise good independent judgment. Learn, retain, interpret and use technical knowledge related to changes in federal, state and local laws related to building. 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:** Sufficient education and experience to satisfactorily perform the duties of this job classification. A typical qualifying background would be graduation from high school, and any combination of training or experience equivalent to engineering, architectural, or building, electrical, plumbing, and mechanical inspection; or four years of journey level experience in the building trades; or four years as a building construction contractor performing a wide variety of work in the building, electrical, plumbing, and mechanical fields.

**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 minimum Class C California driver's license issued by the State Department of Motor Vehicles. International Code

Council (ICC) certification as a Building, Electrical, Plumbing, and Mechanical Inspector, or equivalent, is required.