



CITY OF ALBANY BUILDING INSPECTOR I BUILDING INSPECTOR II

Under supervision (Building Inspector I) or general supervision (Building Inspector II), performs a variety of routine and complex administrative and technical work related to building inspection and plan checking to ensure that the California Building Code and other related codes and standards are met; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Building Inspector I

Receives supervision from the Community Development Director. May exercise lead direction to part-time, temporary, or other staff as assigned.

Building Inspector II

Receives general supervision from the Community Development Director. May exercise lead direction to part-time, temporary, or other staff as assigned.

Class Characteristics

Building Inspector I

This is the entry-level classification in the Building Inspection series. This position requires the ability and knowledge to perform the more routine and repetitive duties of building inspection and basic plans examiner work, including the ability to evaluate and solve basic problems, perform complex tasks, and communicate effectively with the public and City staff. Positions work within the City's Community Development Department, whose department head serves as the Building Official. Building inspection is considered an integral part of the City's development process and the Building Inspector I has a key role in project review and implementation. This class is distinguished from the Building Inspector II in that the latter is responsible for more complex and difficult building inspection work and exercises a higher-level of discretion and independent decision-making. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

Building Inspector II

This is the journey-level classification in the Building Inspection series. This position requires the ability and considerable knowledge to perform full range of building inspection and basic plans examiner work, including the ability to evaluate and solve problems, perform the more complex tasks, and communicate effectively with the public and City staff. 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 work within the City's Community Development Department, whose department head serves as the Building Official. Building inspection is considered an integral part of the City's development process and the Building Inspector II has a key role in project review and implementation. Employees within this class are distinguished from the Building Inspector I by the performance of the full range of duties as assigned, possession of required certifications, working independently, and exercising judgment and initiative.

Positions in the Building Inspector class series are flexibly staffed and positions at the II level are normally filled by advancement from the entry-level requiring additional years of experience and after gaining the knowledge, skill, and experience, which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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.

- Enforces building related codes, including the California Building Code (Accessibility, Plumbing, Electrical, Mechanical, Green, and Energy).
- Issues correction notices and stop work notices and assists the Building Official in code enforcement cases.
- Enforces safety practices relative to residential, commercial, and industrial construction.
- Performs on-site inspections of construction to determine compliance with applicable codes and approved plans; performs site visitations.
- Maintains records of building and inspection activity and completes related reports; issues certificates and permits as appropriate.
- Researches problems and answers complaints regarding commercial and residential buildings, building construction, and code(s) compliance; responds to complex and sensitive building issues.
- Resolves, within assigned areas of responsibility, complex and sensitive customer service issues, either personally, by telephone, or in writing; maintains records and documents of customer service issues and their resolution.
- Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.
- Explains, interprets, and provides guidance regarding all applicable codes within areas of responsibility to architects, engineers, contractors, developers, home owners, and other interested parties; assists at the public counter regarding inquiries on new and ongoing public and private sector projects.
- Performs inspection of public works-related construction activities including sidewalk repairs, storm drains and sewer mains and laterals.
- Performs plan review and approval of routine projects and solar, residential, and drainage plans; confers with architects, contractors, builders, and the general public in the field and office to explain building code requirements.
- Performs complex inspection duties in trade specialties, such as mechanical, plumbing, electrical, structural, accessibility requirements, green building requirements, and Energy requirements.
- Provides technical building code advice to supervisors and other City staff.
- Performs related duties as assigned.

Knowledge of:

- California Building Standards Code and applicable local, county, state, and federal laws.
- Construction technique, especially as relating to new residential construction, residential remodeling, and commercial tenant improvements.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.
- Apply knowledge of required codes, to field review of electrical, carpentry, structural, and plumbing work.
- Read and review construction plans for code compliance issues.
- Maintain accurate records.

- Listen, understand, retain, follow, and apply verbal and written instructions and directions.
- Foster teamwork within the department.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Building Inspector I

Equivalent to the completion of the twelfth grade, and two years of experience in general construction and related fields.

Building Inspector II

Equivalent to the completion of the twelfth grade, two years of experience in general construction and related fields, and five years of experience as a building inspector for a city or county government.

Licenses and Certifications

Valid California Driver's License.

Current, valid International Code Council (ICC) Building Inspection or Combination Inspection certification.

Physical Demands

The physical demands described here 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 functions.

Must possess the mobility to work both in a standard office setting and field environment and use standard office equipment, tools, or controls, including a computer; to operate a motor vehicle and to inspect various land use developments and construction sites; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to read printed materials and a computer screen, and to make inspections; physical dexterity to climb ladders and staircases, balance, stoop, kneel, crouch, and crawl for inspections; and hearing and speech to communicate in person, before groups, and over the telephone and radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Employees must possess the ability to occasionally lift and/or move up to 50 pounds.

Environmental Elements

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. On occasion, employees must have the ability and comfort in accessing all areas of a construction site in all weather conditions including entering basements and crawlspaces, accessing roofs and other precarious locations, and climbing ladders. Employees may interact with upset staff and/or public and private representatives in interpreting departmental policies and procedures.

Special Requirements

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities.