CITY OF FOLSOM

BUILDING INSPECTOR I/II

DEFINITION

Under general supervision or direction, review plans and inspect commercial and residential building projects, and enforce a variety of codes, ordinances, and established standards to achieve compliance with applicable electrical, mechanical, plumbing, structural, and dangerous housing/building codes. Building Inspector IIs may oversee, monitor, and/or direct the work of lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Building Inspector I is the entry level class of the technical/paraprofessional Building Inspector series. Initially under close supervision, the incumbents perform the more routine duties while learning City policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is flexibly staffed with Building Inspector II and incumbents may advance to the higher level after two years and demonstrating proficiency that meets the qualifications.

The Building Inspector II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from those in the lower classification of Building Inspector I by the relative independence with which they perform their duties of reviewing plans and inspecting commercial and residential building projects and enforcing a variety of codes, ordinances, and established standards to achieve compliance with applicable electrical, mechanical, plumbing, and structural codes. This class is distinguished from the Senior Building Inspector in that the latter serves either as the senior or advanced level specialist in the series.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Inspect commercial and residential buildings and structures to determine compliance with the structural, mechanical, plumbing, electrical, and housing codes and approved plans.
- Identify and enforce a variety of codes, ordinances, and standards violations for conformance with plans and specifications.
- Inspect workmanship and materials in building construction projects for conformance with plans and specifications, and inspect potentially substandard or dangerous buildings.
- Work with diagrams, specifications, plans, and similar documents.
- Read and interpret building construction and engineering plan specifications and codes.

- Prepare and maintain reports, letters, and correction notices on code violations and variations from approved plans.
- Enter required information into the database for tracking and accessibility.
- Confer with and assist architects, engineers, contractors, builders, homeowners, tenants, and the general public in the field and office regarding the interpretation of requirements and restrictions and keep records and prepare reports as necessary.
- Identify illegal construction activity and issue violation notices.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the knowledge and abilities listed below are related to job duties as defined under "Distinguishing Characteristics."

Knowledge of:

- Methods, practices, and materials used in construction work.
- Proper inspection techniques to examine workmanship and materials.
- Safety rules, regulations, and practices applied to construction areas and office spaces.
- Codes, ordinances, and policies applicable to electrical, mechanical, plumbing, and structural codes.
- Common word processing, spreadsheet, and database software.

Ability to:

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials.
- Recognize correct installations of building systems and detect defects and faults in construction workmanship and materials.
- Detect deviations from plans, regulations, and read and interpret building construction and engineering plans, specifications, and codes.
- Enter data and retrieve information from various computer systems for necessary duties.
- Understand diagrams, specifications, plans, and similar documents at a level necessary for efficient job performance.
- Operate a personal computer and other electronic equipment, including field entry devices and cellular phones.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Building Inspector I

Experience:
One (1) year of full-time experience as a building inspector performing work within one or more inspection disciplines in a municipal agency.

OR

Three (3) years of journey level experience in the building construction field as a plumber, electrician, carpenter, roofer, or closely related skilled trades field.

Building Inspector II

Experience:
Two (2) years of experience as a Building Inspector I with the City of Folsom.

OR

Three (3) years of experience as a building inspector performing work within one or more inspection disciplines in another municipal, county, or city government agency.

License, Certificate, Registration Requirements:
At the option of the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits, designated licenses, certificates or specialized education and training relevant to the area of assignment. Additional requirements may include, but are not limited to the following:

- Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of, or ability to obtain and retain, a Building Inspector's Certificate as issued by the I.C.B.O within one (1) year of employment.
- Certified Combination Inspector
- Certified Building Inspector
- Certified Electrical Inspector
- Certified Plumbing Inspector
- Certified Mechanical Inspector
- Uniform Fire Code Certificate
- ADA Specialist Certification

Physical Requirements:
Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of manual labor; frequent standing for long period of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent coworker

contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: