

## **CITY OF EMERYVILLE**

**Created:** June 1997 (as Building Inspector/Code Enforcement Officer)  
**Retitled:** May 2002  
**Revised:** September 2015  
**Revised:** December 2016  
**Revised:** September 2017  
**Title:** Building Inspector  
**FLSA Status:** Non-Exempt  
**Job Code:** 1535

### **DEFINITION**

Under general supervision performs complex and detailed inspections of structures for conformance to codes, ordinances, approved plans, calculations, and specifications; reads and interprets construction drawings and specification for compliance with codes, ordinances, energy, and disabled access requirements; conducts investigations of suspected violations of the Municipal and Building codes, including code enforcement; and performs other duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Chief Building Official. May assist in training other building inspectors and provide direction to other technical and/or clerical staff, including temporary employees.

### **CLASS CHARACTERISTICS**

This is a journey-level classification. Incumbents at this level are expected to perform the full range of duties and assignments with minimal supervision, including performing the entire range of combination inspections (building, electrical, plumbing, and mechanical) of a variety of residences, commercial, and industrial buildings; as well as providing technical assistance to the permit center staff and working the permit counter, as needed.

### **EXAMPLES OF ESSENTIAL 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.*

**Duties and Responsibilities:** The duties and responsibilities listed below are illustrative only and are not meant to be an exhaustive listing of all of the duties and responsibilities of the classification.

- Checks setbacks, signs, and fences for conformance to zoning regulations.
- Reports code violations and hazardous conditions, orders corrections, and issues correction notices.
- Reads and interprets specifications, sketches, and architectural plans of buildings to be constructed, altered, repaired, etc., for conformance with building, plumbing, electrical, heating, ventilation, refrigeration, housing, zoning and related local and state codes and ordinances; inspects building for compliance with such regulations and notifies builders of any required certificates.

- Reviews and approves permit applications and issues appropriate certificates. Notifies builders of required changes and makes re-inspections, advises and provides technical information to the public, builders, engineers, and contractors regarding construction practices and principles.
- Performs complex building, electrical, plumbing, mechanical, energy, and accessibility inspections of all structures and installations during construction to ensure conformance to City/State codes, ordinances, approved plans, calculations, and specifications, using appropriate safety precautions.
- Investigates code enforcement complaints of building, plumbing, housing, wiring, heating and ventilation, refrigeration and zoning violations.
- Prepares and maintains records, inspection and investigation reports, and correspondence, including temporary occupancy file, occupancy requests, and suspense files, which include stop work orders, building and code enforcement complaints, referrals, and investigations.
- Interprets codes and maintains up-to-date knowledge of approved methods, materials, and equipment pertaining to building, plumbing, heating, ventilation, refrigeration and electrical construction; may attend meetings and conferences of inspection officials.
- Assists in court actions involving building, zoning, plumbing, heating, ventilation, and electrical violations.
- Provides useful and helpful information to builders and others regarding federal, state, and local construction requirements, and may assist the building Official in training other inspectors and technical training of counter staff.
- Prepares a variety of reports and correspondence regarding construction status, stop work and violations and enters data using a personal computer; prepares monthly reports of number and types of inspections utilizing daily log as record of inspections.
- May assist at the Permit Counter.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Building construction, electrical installation and repair, and plumbing and mechanical methods and practices, and materials and usage in all construction phases.
- California Building Code, including Accessibility, Plumbing and Mechanical Codes, Electrical, and Energy, Green Building and National Electrical Code, and related state and local laws, and housing codes and laws.
- Proper inspection procedures, methods and techniques; safe work practices and procedures.
- Proper procedures involved in the enforcement of codes and ordinances.
- Operation of personal computers and data entry, and correct English usage including spelling, grammar and punctuation.
- Effective interpersonal relations.
- Basic mathematics including addition, subtraction, multiplication, fractions and geometry.

#### **Ability to:**

- Learn and administer a wide variety of codes and ordinances, laws and regulations, and the overall Building Division operations.
- Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner. Investigate, document and resolve complaints or make other appropriate dispositions.
- Establish, organize and maintain record keeping systems.
- Interpret and analyze information, draw valid conclusions and project consequences.

- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Read and interpret blue prints and architectural drawings.
- Perform related duties as required.

**Education and Experience:**

Any combination of education and experience that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Graduation from high school supplemented by college or technical school courses in construction technology, engineering, or a related field, and either:

- three (3) years of experience working for a public agency as a building inspector, which included combination building inspection work on industrial/commercial/residential projects.

OR

- five (5) years of experience in the mechanical, electrical, or plumbing trade; or as a general contractor; or as a building inspector.

Associates degree in building inspection technology is desirable.

**Licenses and Certifications:** Must have a California State drivers license with a satisfactory driving record, as determined by the City. Possession and maintenance of the Building Inspection Certificate issued by the International Code Council (ICC) (or the ability to obtain within 6 months of hire), possession of the Combination Inspection Certificate is desired.

**PHYSICAL DEMANDS**

Must be sufficiently physically active to perform the physical duties of the job including entering and moving around in small spaces, walking on a variety of surfaces and varying terrain, reading various size print and architectural drawings and blue prints, discern colors, read codes and ordinances, and operate a variety of tools and equipment.

**SPECIAL REQUIREMENTS**

Willingness and ability to work scheduled and emergency overtime, as needed.

**ENVIRONMENTAL ELEMENTS**

Employees work outdoors in all weather conditions with intermittent exposure to high levels of noise, fumes, odorous emissions, airborne particles, and closeness to moving machinery and mechanical parts; travel to attend classes, seminars, and workshops during work and non-work hours; and work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset contractors, builders, staff, and community members in interpreting and enforcing departmental policies and procedures.