

CLASS SPECIFICATION



CLASS:	Building Inspector I/II/III	ESTABLISHED:	Prior 1990
ALLOCATION:	Community Development & Services Agency	REVISED:	May 2025
FLSA STATUS:	Non-exempt		
UNION AFFILIATION:	YCEA		

Job Summary

Learn and perform a variety of professional commercial, industrial, residential building and safety inspection of new and existing properties for compliance with building, housing, state and local zoning and related codes, regulations and ordinances; and performs related work as assigned.

Class Characteristics

This is a multi-level class series in which incumbents may be assigned to any one of the three levels depending on organizational needs, professional experience, individual expertise and skill, proficiency gained and complexity of assignments. The Building Inspector series is flexibly staffed through level III. Promotion from one level to the next in the series is at the discretion of the appointing authority, provided the minimum qualifications are met and an incumbent has demonstrated the ability to perform the responsibilities required at the higher performance level. This position reports directly to Supervising Building Official.

Building Inspector I – Initially under close supervision, incumbents learn structural, framing, plumbing, electrical, energy consumption, disability access, zoning, and related codes and inspection techniques. As experience is gained, inspections become more complex and are performed under more general supervision. This is the entry level in the building inspection series.

Building Inspector II – Under limited supervision, this is the journey level in this class series, fully qualified to independently perform diverse inspections. This is the journey level in the building inspection series.

Building Inspector III – is the advanced journey/lead level in this class series. Incumbents at this level receive general supervision as new or unusual situations arise. As employees progress through these levels, they will be assigned more complex, difficult and/or contentious inspections.

Examples of Duties

Essential:

Building Inspector I

- Perform basic principles and practices of the Building Department for inspections, investigations, code interpretation, permit application intake, review and permit issuance, including record keeping and case management. Also learns zoning, land use, fire-safe and water quality related regulations.
- Inspect new and existing residential properties, and other building and construction elements for conformance to codes, regulations, plans, specifications and standards related to foundations, framing, electrical, plumbing and other structural and functional elements.
- Maintain professional development and continuing education activities, study for and pass certification exams to maintain certification requirements.
- Confer with and provide information to developers, engineers, architects, property owners and others regarding code requirements and alternatives and County policies and procedures wherever possible, resolve complaints and problems; maintain close verbal and written contact regarding progress with the complainants.
- Research property ownership, variances, use permits and other documentation regarding the property in question; contact property owners and schedules on-site inspections.
- Receive and respond to complaints regarding substandard dwellings.
- Document and maintain accurate records of inspections,
- Prepare and issue notices to correct code violations, including suggested remedial actions, time limits and required permits.
- Develop and maintain knowledge of construction technology, methods and materials.
- Drive a motor vehicle in the course of duties to visit work sites and attend meetings.

Building Inspector II (in addition to the above)

- Learn inspection practices and procedures for non-residential commercial and industrial projects, new and existing.

- Perform inspections of new and existing buildings, building and construction elements and structures with limited supervision.
- Investigate complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist; resolve problems or refer them to the supervisor for resolution.
- Interpret codes and regulations and explain permit programs and compliance conditions.
- Coordinate assigned building inspection work and code enforcement work with that of fire prevention and other County or other agency staff.
- Document and maintain accurate records of inspections, actions taken and regulatory efforts; prepare written reports, correspondence and cost reimbursement requests.
- Develop and maintain knowledge of construction technology, method, and materials.
- Provide information to senior staff to prepare case violations for hearing; testify in court as required.

Building Inspector III (in addition to the above)

- Provide lead direction, training and work review to professional and technical staff; organize and assign work, set priorities and follow-up to ensure coordination and completion of assigned work; provide input into performance evaluations.
- Perform plan reviews and field inspections of a complex and difficult nature; respond to highly sensitive, complex, or technical complaints; make on-site visits to validate the nature of the complaint and recommend solutions.
- Independently perform full range of Building Inspection duties including conducting and documenting multiple inspections; maintain accurate and separate records for each inspection.
- Interpret County Ordinances and State and Federal codes and regulations; explain standards, policies and procedures to County staff, property owners, construction professionals, business developers and members of the public.
- Explain complex requirements to others; analyze and prepare technical reports for both technical and non-technical readers.
- Develop and recommend policies and procedures and draft ordinances for assigned program areas; implement new or modified policies and procedures and train staff as required.
- Confer with and provide information to land and business owners, developers, residents, contractors and the public; represent the department the County, make presentations to groups and coordinate public meetings.
- Maintain current knowledge by attending courses, training seminars and professional meetings.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Perform data entry and report generation using standard office software; provide various office support assistance in the department.
- Drive a motor vehicle in the course of duties to visit work sites and attend meetings.
- Be professional and courteous.

Employment Standards

Knowledge of:

Building Inspector I

- Basic techniques for performing and documenting inspections and preparing correction notices.
- Principles and practices of building construction, including traditional and contemporary methods, plans, materials, tools and equipment used in all aspects of building construction including plumbing, carpentry, electrical and mechanical.
- Applicable codes and regulations.
- Nomenclature, symbols, methods and techniques used in construction plans, drawings and specifications.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, punctuation and grammar.
- Basic techniques for dealing with the public, in person or over the telephone, in a professional and courteous manner.
- Computer applications related to the work.
- Business and engineering mathematics.
- Record keeping principles and practices.
- Safety and safe working practices for building inspection work.

Building Inspector II (in addition to the above)

- Principles, practices, codes and regulations related to state and county zoning, building use, health and safety, structural, electrical, plumbing, energy, disability and other building inspection and basic code enforcement requirements.
- Codes, regulations, basic court rules and hearing procedures applicable to building inspection and code enforcement.
- Advanced techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Building Inspector III (in addition to the above)

- Advanced principles, practices and applicable laws, codes and regulations related to State and County vehicle abatement, zoning and land use, substandard housing, dangerous buildings and health, safety and general public welfare.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of technical and functional supervision and training.
- Principles and practices of building construction, including traditional and contemporary methods, plans, materials, tools and equipment used in all aspects of building construction including plumbing, carpentry, electrical and mechanical.
- Principles, practices, codes and regulations related to state and County zoning, building use, health and safety, structural, electrical, plumbing, energy, disability and other building inspection requirements.
- Citation preparation and issuance, inspection warrant preparation and execution.
- Laws, codes, court decisions and regulations related to various inspections.
- State mandated inspection programs.

Skill in:

Building Inspector I

- Reading and interpreting plans and specifications explaining codes, regulations and procedures to property owners, residents and the public.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing and prioritizing work and meeting critical deadlines.
- Understanding and following oral and written directions.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Building Inspector II (in addition to the above)

- Applying appropriate methods, practices, procedures, codes, regulations and complex requirements in an ethical manner with efficiency and impartiality.
- Interpreting and explaining codes, regulations and procedures to engineers, architects, developers, property owners and the public accurately and tactfully.
- Understanding customers' perspectives, concerns, needs and requests.
- Independently performing routine and diverse investigations, preparing evidence and files on difficult code enforcement cases for court presentation and testimony.
- Using initiative and independent judgment within established procedural guidelines.

Building Inspector III (in addition to the above)

- Training and guiding subordinate staff in inspection activities, safety and interpretation of codes, ordinances, regulations, procedures, policies and practices.
- Effectively handling sensitive building inspections, the most complex and sensitive zoning and related violation inspections and negotiating effective mitigation solutions.
- Planning, directing and reviewing the work of others on a project or day-to-day basis
- Interpreting construction plans, specifications and related documents.
- Analyzing situations quickly and objectively and determine proper course of action.
- Interpreting, applying and explaining complex requirements, rules and regulations to property owners, residents, engineers, architects, developers, property owners and the public.
- Reviewing plans and design specification for compliance with standards.
- Explaining legal requirements accurately and tactfully; understanding customers' perspective, concerns, needs and requests.
- Probing and analyzing situations accurately and enforcing legal requirements in an ethical manner with

efficiency and impartiality.

- Representing the County in meetings with groups and individuals.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Perform calmly, purposefully and appropriately in stressful situations.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Effectively perform building inspections, document results and enforce regulations firmly, tactfully and impartially.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Inspect materials and workmanship for safety hazards or construction problems.
- Enforce regulations firmly, tactfully and impartially.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle to attend meetings and inspect properties,
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.

Accommodation(s) may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical office setting.
- Residential, commercial, or industrial properties or other facilities under inspection and potentially under construction.
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.
- May require work with exposure to potential hazards at various construction sites.

Qualifications

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Building Inspector I/II: Possess I.C.C. certificate(s) (or equivalent as determined by the Appointing Authority) as required by Health & Safety Code Section 18949.28(a) and by position level within two (2) years of employment. Not obtaining the required certification within the time specified will likely result in termination.
- Building Inspector III: Possession of the four core I.C.C. Certificates: Building, Mechanical, Electrical and Plumbing or their equivalent (Residential Combination Inspector Certificate).

- Maintain professional development and continuing education activities for ongoing certification as required by position.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

Building Inspector I

MINIMUM: Graduation from high school and four (4) years of journey level experience in one of the building trades (building, electrical, plumbing, and / or mechanical) demonstrated by completion of a recognized apprenticeship program and attainment of journeyman status in a trade union **OR** possession of a valid state issued general building contractor license or equivalent as determined by the Appointing Authority **OR** completion of a Building Inspection Technology Program from an accredited institution, or an equivalent Program as determined by the Appointing Authority **OR** possession of the four (4) core I.C.C. Certificates or equivalent Certificates as determined by the Appointing Authority **OR** Bachelor's degree from an accredited college with major coursework in construction management, construction engineering, building inspection or related field as determined by the Appointment Authority. I.C.C. Certifications may substitute for the required education/experience on a one certification for one year of education/experience.

PREFERRED: Possession of the four core I.C.C. Certificates or their equivalent or additional years of related experience in the building trades.

Building Inspector II

MINIMUM: Possession of the four core I.C.C. Certificates or equivalent as determined by the Appointing Authority, and two (2) years of experience in the inspection and enforcement of building, zoning and related usage codes at the level equivalent to the County's class of Building Inspector I.

PREFERRED: In addition to the II-level minimum, additional years of relevant experience in a Building Department or the building trades in a public agency.

Building Inspector III

MINIMUM: Possession of the four core I.C.C. Certificates: Building, Mechanical, Electrical and Plumbing or their equivalent (Residential Combination Inspector Certificate) and five (5) years of experience in the inspection and enforcement of building, zoning and related usage codes which includes three (3) years equivalent to the County's class of Building Inspector II.

PREFERRED: In addition to the minimum, completion of a Building Inspection Technology Program and/or Construction Management coursework from an accredited institution, up to two additional years of experience equivalent to the County's class of Building Inspector II and possession of the California CASP Certification.

This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

Human Resources Approval:
Date:

Signature: _____

Signature: _____

EEOC: B, A
WC: 9410

Established: July 1990
Revised: October 1997, November 2000,
March 2002, January 2007, June 2014,
February 2019, September 2021