

City of Imperial Beach
POSITION DESCRIPTION

Title: Building & Housing Inspector I
Department: Community Development
Division: Building

GENERAL PURPOSE

Under general supervision, to inspect and/or conduct housing inspections of single and multi-family dwelling units, commercial buildings and substandard buildings in all stages of construction or renovation in order to determine compliance with zoning and building ordinances, codes and regulations; to process building permit applications; to provide assistance to the public at the front counter; and to perform related duties as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Deputy Building Official

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform field building inspections of both residential and commercial buildings; ensure that structures are being constructed in accordance with approved plans and specifications; inspect all aspects of building construction, including plumbing, electrical structural and mechanical installations, for compliance with applicable codes, ordinances, and regulations; note defects in construction work and issues correction notices.

Provide information and assistance to architects, engineers, contractors, builders, and the general public in the field and office; explain and interpret applicable codes, ordinances, and zoning regulations.

Assist at the public counter; review routine plans and specifications; issue permits; maintain a variety of files and records related to areas of assignment; input and retrieve information into computer data bases; prepare reports, correspondence, and a variety of other written materials as requested.

Receive and investigate complaints on industrial, commercial, and residential conditions, health hazards, and safety hazards; conduct enforcement actions.

Conduct pre-construction inspections of swimming pools and grading at construction sites for compliance with regulations.

Review and approve building inspection documentation including final inspection certificates and related documents.

Receive and resolve issues and complaints from the general public on building code enforcement and zoning issues; investigate code violations; issue notices for correction, stop work orders and citations; serve as liaison with all parties to ensure corrective measures are taken and that issues are resolved in a timely and efficient manner.

Perform related duties as required.

PERIPHERAL DUTIES

Maintains a California "C" Drivers License.

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DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Education in building inspection/technology (minimum equivalent to 45 Community College units) with an International Code Council (ICC) Building Inspector Certificate; **OR**, two years of journey level construction experience with ICC Building Inspector Certificate; **OR**, Bachelor of Arts degree in a related field (i.e., engineering, architecture, etc.) with ICC Building Inspector Certificate.

Requires inspectors to possess in good standing one (1) inspection certification after two years of employment. The certification may be any one of the following: an International Code of Compliance (ICC) building, plumbing, electrical or mechanical inspection certification; or a Class I or Class II Licensed Inspector issued for State hospitals, schools or bridges.

KNOWLEDGE OF

Building construction principles and practices, including familiarity with carpentry, plumbing, electrical and mechanical trades.
Methods and materials used in the construction of buildings and related structures.
Pertinent uniform building and zoning codes, ordinances, and regulations including Housing, Plumbing, Electrical, Mechanical and Zoning Ordinances.
Modern office procedures, methods, and equipment including computers.
Principles and procedures of record keeping.

ABILITY TO

Understand, interpret, enforce and explain provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.
Examine workmanship and materials and detect deviations from plans, regulations, and standard construction methods and requirements
Perform the full range of building inspections and learn to perform the more complex commercial and industrial related inspections.
Learn permit-processing procedures.
Learn to analyze, interpret and accurately check building plans and specifications.
Read and understand building construction plans, specification details.
Respond to requests and inquiries from the general public.
Keep records and prepare reports of inspections.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

ENVIRONMENT

Office and field environment; travel from site to site to conduct building inspections; extensive public contact.

PHYSICAL DEMANDS

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; mobility to stand, stoop, reach, bend, kneel, squat, climb ladders and walk on uneven terrain, loose soil and sloped surfaces; ability to communicate verbally to exchange information; ability to operate a vehicle to travel to various locations and meetings.

Vision: See in the normal visual range with or without correction; vision sufficient to read blueprints, computer screens and printed documents and to operate assigned equipment

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Hearing: Hear in the normal audio range with or without correction.