



Combination Building Inspector I Combination Building Inspector II

Purpose of the role:

Under supervision (Combination Building Inspector I) or general supervision (Combination Building Inspector II), performs skilled inspection work in the enforcement of building, zoning, fire, mechanical, plumbing, electrical, housing, and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; investigates violations and complaints; and performs related duties as assigned.

Combination Building Inspector I - This is the entry level class in the Combination Building Inspector series. This class is distinguished from the Combination Building Inspector II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related building inspection work experience; however, the incumbent is expected to have significant experience in the building trades. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of building inspections, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

Distinguishing Characteristics:

Combination Building Inspector II - This is the full journey level class within the Combination Building Inspector series. Employees within this class are distinguished from the Combination Building Inspector I by the performance of the full range of duties as assigned including the performance of the more complex inspection projects. 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. Incumbents are skilled in making inspections and enforcing codes and regulations in the broad range of building and related codes. The work requires considerable independence and discretion both in field inspections and in plan examinations, although specialized personnel are available for advice and assistance. Positions in this class are alternately staffed and may be filled by advancement from the I level, or when filled from the outside, require prior experience. This class differs from the Senior Combination Building Inspector in that the latter is given assignments requiring a higher level of responsibility and skill and may act as a lead worker.

Essential Duties and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs field building inspections of residential, commercial, and industrial buildings during various stages of construction and remodeling to ensure that structures are being constructed in

accordance with approved plans and specifications; inspects all aspects of building construction including plumbing, electrical, structural, and mechanical installations, for compliance with applicable codes, ordinances, and regulations and to ensure the proper and safe installations of building systems; notes defects in construction work and issues correction notices.

- Reviews plans and specifications for buildings and related construction involving installation, repair, replacement and alteration for compliance with applicable codes and regulations; issues building, plumbing and electrical permits, as well as certificates of occupancy; inspects sites and buildings before construction or alteration to determine practicability of plans, compliance with regulations and validity of permits.
- Confers with, coordinates with, and provides information and assistance to architects, engineers, contractors, builders, and the general public in the field and office; explains and interprets applicable codes, ordinances, and zoning regulations.
- Investigates fire damage and code enforcement issues.
- Performs disaster assessment as necessary.
- Investigates and resolves complaints and problems relating to building compliance laws and permits, new construction, or work involving permits.
- Issues “stop work” and correction notices; writes notice of violation or substandard conditions letters to property owners or contractors, and pursues violations through prosecution channels in situations of non-compliance; may issue citations as appropriate.
- Performs resale inspections of private property when necessary for compliance with related codes and regulations; writes reports on building conditions and violations.
- Collects and reviews submittal documents, deferred submittals, special inspection reports and test results, structural observation reports, and related documents.
- Maintains a variety of files and records related to areas of assignment; inputs and retrieves information into computer data bases; prepares reports, correspondence, and a variety of other written materials as requested.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Building construction principles and practices, including familiarity with building, plumbing, electrical, and mechanical trades.
- Methods and materials used in the construction of buildings and related structures.

- Uniform or California building, plumbing, electrical, and mechanical codes.
- Pertinent federal and state regulations and local ordinances.
- Appropriate safety and fire prevention methods in construction.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and procedures of record keeping.
- Occupational hazards and standard safety practices.

Ability to:

- Perform building inspections including residential, commercial, and industrial inspections.
- Understand, interpret, explain, and enforce provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.
- Review plans and specifications for building and related construction and determine compliance of plans with regulations and validity of permits.
- Inspect building sites during construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations.
- Operate a vehicle in a safe and effective manner.
- Respond to requests and inquiries from the general public.
- Operate office equipment including computers and supporting software applications.
- Prepare clear and concise reports and documentation.
- Maintain complete and accurate records.
- Learn and apply new information or new skills.
- Use sound independent judgments within established guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Customer Focused
- Flexible/Adaptable
- Accountable
- Problem Solver and Decision Maker
- Technically Knowledgeable

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

Combination Building Inspector I

***Education and
Experience
Guidelines:***

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in building technology, architecture, engineering, or a related field.

Experience:

Two years of experience as a journey level craft worker in the building trades.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

Combination Building Inspector II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in building technology, architecture, engineering, or a related field.

Experience:

Two years of experience at a level comparable to the Combination Building Inspector I with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

Certification as an Inspector by the International Association of Electrical Inspectors, International Association of Plumbing and Mechanical Officials, or the International Conference of Building Officials.

The conditions herein 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 job functions.

***Physical and
Environmental
Conditions:***

Physical: Sufficient physical ability to work in an office, field, and construction site setting and operate office equipment; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry and push tools, equipment and supplies weighing 25 pounds or more. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office, field, and construction site setting; travel from site to site; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; frequently works near moving mechanical parts; works in precarious places or exposed to street/road traffic; frequently works around loud noise levels; interacts with City staff and other organizations; and occasionally deals with dissatisfied or quarrelsome individuals.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: