



City of Watsonville

Job Description

JOB TITLE: Building Inspector

DATE APPROVED: August, 29 2017

DEPARTMENT: Community Development

SUPERSEDES: N/A

REPORTS TO: Building Official

SUPERVISION:

EMPLOYEE UNIT: SEIU

FLSA: Non-exempt

JOB SUMMARY:

To perform standard and complex inspections of commercial, industrial, and residential buildings and other structures being constructed, altered, or repaired for conformance with plans, building codes, and ordinances; to interpret and enforce building, electrical, mechanical, plumbing, and energy codes; to review building plans and specifications for proper design and code conformance; to ensure compliance with housing, zoning, environmental and general land use standards at final inspection.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class functions at a full journey level of classification and requires a thorough knowledge of current Federal, State, County and City laws, codes and ordinances related to building construction and structural requirements.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- § Inspects commercial, industrial, and residential buildings and structures in various stages of construction/alteration for compliance with approved plans and building codes, laws, and ordinances
- § Enforces building, electrical, mechanical and plumbing codes; ensures proper quality materials are being used and ensures the correction of defects
- § Reviews building and construction plans for proper design and compliance with applicable ordinances
- § Inspects framing, foundations, electrical, mechanical and plumbing installations on new construction and alterations
- § Provides technical information regarding codes and compliance methods to contractors, developers, architects, engineers, other City staff, and the general public
- § Approves and certifies final inspections
- § Investigates complaints and alleged violations of building codes; issues notices of non-compliance with safe-structural requirements and applicable ordinances; performs associated duties for thorough investigations as outlined in the Code Enforcement Officer=s job description

- \$ Advises and assists the public with the preparation and filing of permits; approves and issues building permits
- \$ Performs other duties as needed to ensure the smooth operation of the office including answering phones, scheduling inspections, retrieving data in files/computer and compiling, routing and filing of building plans or other related construction documents
- \$ Establishes and maintains good public relations with contractors, representatives of other agencies, and others concerned with construction projects
- \$ Works safely and abides by established safety rules
- \$ Effectively and tactfully communicates in both oral and written forms
- \$ Uses a telephone and communicates via radio
- \$ Responds to radio dispatch or pager signals
- \$ Works outdoors four to six hours per day exposed to inclement weather, dust and construction site hazards
- \$ Works indoors in an office environment
- \$ Climbs ladders to inspect roofs; crawls under houses; reaches above and below shoulder level; grasps with right and left hands; walks on uneven surfaces; lifts 40 lbs.
- \$ Drives an automobile
- \$ Maintains accurate records and prepares reports related to assignments
- \$ Performs related duties similar to the above in scope and function as required
- \$ Coordinates inspection activities with other departments to ensure compliance with all regulations including conditions of approval from other City Departments

EMPLOYMENT STANDARDS

Knowledge of:

- Federal, State County, and City laws, codes, and ordinances relating to building construction and structural requirements enforceable by the City
- types of building materials and variations and their quality
- modern methods of building construction
- acceptable health and safety standards in building construction
- principles and techniques of building inspection

Ability to:

- interpret and enforce provisions of all applicable codes, ordinances and regulations including, but not limited to, building, plumbing, mechanical and electrical codes, ordinances, and regulations enforceable by the City, related to development
- apply technical knowledge of building trades work
- use sound inspection methods to examine workmanship and materials, and to detect deviations from plans, specifications, and standard installation practices
- read and interpret plans, diagrams, and specifications
- review and check plans for conformance with codes and ordinances
- make arithmetical calculations quickly and accurately
- effectively and tactfully communicate in both oral and written forms
- establish and maintain records, use computer for data entry and prepare reports related to assignment

- establish and maintain effective work relationships with those contacted in the performance of required duties
- enforce necessary regulations with firmness and tact
- work independently without supervision
- speak English; bilingual Spanish skills highly desirable

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Crawl under houses
- Reach above, at, and below shoulder level
- Grasp with right and left hands
- Work indoors in an office environment
- Work outdoors and exposed to inclement weather, dust, and construction site hazards
- Use a telephone and communicate via radio
- Prolonged sitting, standing, walking, kneeling, squatting and stooping and reaching in the performance of daily activities
- Work on slippery and/or uneven surfaces
- Repetitive hand movement and fine coordination in preparing reports using a computer keyboard
- Acute near and far vision in reading written reports and work related documents and in the performance of daily duties
- Acute hearing is required when providing phone and personal service
- Work outdoors in all weather conditions, including wet, hot and cold
- Drive a vehicle, climb into and out of appropriate vehicles; and up and down of stairs and ladders
- Intermittently bend and twist to reach equipment surrounding work area

TRAINING AND EXPERIENCE:

Any combination of training and experience, which provides the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- High School diploma or equivalent to completion of twelfth grade, and
- Three (3) years of journey level experience in construction and building trades work, or one (1) year of responsible experience performing duties comparable to those of a Building Inspector for the City of Watsonville.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Possession of a Building Inspector's Certification issued by the International Conference of Building Officials or ability to obtain the Certification within one year after hire.