



CITY OF CHINO

Building Inspector

Definition:

Under general supervision, conducts field inspections and check construction, alteration or repair of buildings and other structures; enforces building, plumbing, electrical, and zoning codes and laws; and performs related work as assigned.

Class Characteristics:

Building Inspector is a journey level class in the Building Division. Incumbents are expected to perform a broad range of inspections independently.

Essential Functions:

- Perform inspections of various phases of residential, commercial, and industrial building construction for compliance to the various building codes, review plans and issue permits.
- Field check electrical, plumbing, and mechanical plans, layouts and site plans of residential, industrial, and commercial buildings for proper installation and use of materials to ensure compliance to appropriate codes.
- Check and approve building plans and specifications for residential, industrial, and commercial structures for compliance with applicable Building, Electrical, Plumbing, Occupancy, and Zoning Codes; check for grade and quality of materials used in construction.
- Inspect and approve work at each of the required stages of completion and order corrective action if necessary; make final inspections for compliance to pertinent laws, regulations, and codes; prepare reports of inspections and work completed; investigate code violations, post "Stop Work" notices, and prepare reports of findings.
- Advise and interpret codes to laymen, contractors, architects, and others as required, coordinate plan review with other City departments or divisions and outside agencies.
- Conduct studies and investigations of such problems as converting the use of a building, condemning a building, or assessing damage to buildings caused by fire or vehicles.
- May assist Code Compliance Inspectors in the performance of their duties as needed.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical example includes:

Knowledge of:

- Related Federal and State laws, rules, regulations, policies, and procedures.
- Building tools and materials.
- Methods of building construction.
- Accepted safety methods.
- Principles and techniques of building inspection.
- Data processing systems/applications.

Ability to:

- Prepare a variety of reports and maintain accurate records.
- Inspect various phases of construction for compliance to various building codes.
- Work efficiently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and explain building plans, blueprints, specifications, and building codes.
- Make arithmetical computations rapidly and accurately.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply policies and procedures.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.

Education:

- High School Diploma or G.E.D. (required).

Experience:

- Two years of experience as a building inspector with a public agency. Five years of building trade experience, in one or more of the general building trades, can be equivalent to one year of building inspection experience.

Licenses/Certifications:

- Possess Building, Plumbing, Mechanical, and/or Electrical Inspector certificate from the I.C.C. prior to appointment or obtain said certificate within one year of the date of appointment.
- Possession of a Certified Access Specialist (CASP) certificate (desirable).

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.

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- Complete a *minimum* of 45 hours of continuing education for every three-year period. *NOTE:* Continuing education is defined as that education relating to the enforcement of Title 24 of the California Code of Regulations and any other locally enforced building and construction standards, including, but not limited to, the model uniform codes adopted by the state.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I – Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

Details:

Department/Division: Development Services/Building
Reports To: Supervising Building Inspector

Career Advancement Opportunities:

From: Building Inspector
To: Supervising Building Inspector

Employee Unit:

SBPEA (Professional, Technical and Clerical)/Teamsters Local Union No. 1932 or Part-time/Temporary/Seasonal

Revised: 02/23/21
Replacing Building Inspector classification specification dated 01/16/17.