

**BUILDING INSPECTOR I
BUILDING INSPECTOR II**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision (Building Inspector I) or general supervision (Building Inspector II), performs a variety of building inspection duties at various stages of construction, alteration and repair for conformance with approved plans, specifications, applicable codes, ordinances and laws; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

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

Building Inspector II - This is the full journey level class in the Building Inspector series. Employees within this class are distinguished from the Building Inspector I by the performance of the full range of duties as assigned, including combination inspections (building, electrical, plumbing and mechanical) of a variety of residential, commercial, and industrial buildings. 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. Positions in this class series are flexibly staffed and are generally filled by advancement from the "I" level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

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.

1. Review plans and specifications for conformity with applicable codes and regulations.
2. Issue permits; calculate permit fees; perform final inspections; issue certificates of occupancy.
3. Perform field inspections of building construction, plumbing, mechanical and electrical installations in residential, commercial and industrial buildings to ensure compliance with project plans and applicable codes and regulations.
4. Inspect existing buildings and structures for hazardous conditions or need for repair.
5. Check quality of materials and methods of construction to ensure safety.

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6. Coordinate inspection activities with other divisions and departments; develop a team-oriented approach to implementing neighborhood revitalization.
7. Coordinate compliance with storm water protection programs among project developers and contractors.
8. Request, collect, review, and interpret documentation required for each project.
9. Respond to inquiries from the public relating to building regulations.
10. Keep current on new codes, ordinances, laws and amendments.
11. Utilize computer-based permit tracking system.
12. Perform related duties as required.

QUALIFICATIONS

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.

Knowledge of:

- Operations, services, and activities of a building inspection program.
- Approved building construction methods, materials and proper inspection methods.
- Principles of structural design, engineering mathematics and soil engineering.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local laws, codes, and regulations, especially those related to building and construction.

Ability to:

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviation from plans, regulations and standard construction practices.
- Read and interpret building plans and specifications.
- Analyze, interpret and check complex plans, specifications and calculations.
- Utilize computer-based permit tracking system.
- Interpret, explain, and enforce department policies and procedures.
- Interpret and apply related laws, rules and regulations.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Building Inspector I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Three years of recent experience at the journey level in a skilled trade relating to

residential or commercial construction.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of an International Code Council (ICC) Building Inspector Certificate or Combination Inspector Certificate within one year of employment. Certified Access Specialist (CASP) certification is highly desirable.

Building Inspector II

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Three years of experience comparable to that of a Building Inspector I with the City of Antioch.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of an International Code Council (ICC) Building Inspector Certificate or Combination Inspector Certificate. Certified Access Specialist (CASP) certification is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Environment: Work is performed in a standard office setting and a field construction site environment; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work on ladders and in high, confined, hazardous spaces.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and construction site setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Revised: August 1999; June 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.