

CITY OF ARCADIA
BUILDING INSPECTOR

DEFINITION

Under general supervision, to perform residential, commercial, and industrial building inspection duties at various stages of construction, alteration, and repair; to review plans and prepare permit documentation for residential, commercial, and industrial projects; and to provide information and assistance to the general public.

DISTINGUISHING CHARACTERISTICS

The Building Inspector is the journey level position in the Building Inspector class series. Positions at this level perform the full journey level responsibilities of a Building Inspector, but do not plan nor direct the work of staff. Additionally, Building Inspectors are responsible for conducting inspections of residential, commercial, and industrial buildings at various stages of construction, alteration, and repair to ensure compliance with applicable codes and regulations. They review plans and specifications, identify code violations, and provide information and assistance to the public regarding building codes and regulations. Building Inspectors work independently in the field, maintain detailed records, and prepare reports on their findings. Positions in this Building Inspector class series are flexibly staffed and positions at the Senior Building Inspector level may be filled by advancement from the existing Building Inspector level with the City of Arcadia, provided all minimum qualifications and staffing procedures listed in the Personnel Rules & Regulations are met. When filled from the outside, the employee is similarly required to meet the minimum qualification standards.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Inspect industrial, commercial, and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations.

Examine plans and specifications of new construction, additions, and alterations to residential, commercial, and industrial buildings to determine compliance with the provisions of the construction codes, ordinances, and regulations.

Review specifications and other exhibits submitted for plan check compliance with acceptance criteria and regulations.

Inspect existing buildings for change of use or occupancy for compliance with applicable codes and ordinances.

Inspect foundation, concrete, steel, masonry and wood construction, framing, plastering, plumbing, heating, and electrical installations and a large variety of other complex and routine building system

Issue notices to comply on violations; maintain records of history of facts for possible legal actions.

Approve the issuance of building and occupancy permits.

Confer with architects, contractors, builders, and general public in the field and office; explain and interpret requirements and restrictions.

Maintain detailed records and prepare reports.

Assists at the public counter as required, and assists Code Services with building code violations.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.

Building related codes and ordinances enforceable by the City including the California Building, Electrical, Plumbing, and Mechanical Codes.

Principles and techniques of building inspection and plans examination work.

Standard types of building construction, materials, and methods.

Recent developments, current literature, sources of information, and research techniques related to building code enforcement.

Principles and procedures of record keeping and report preparation.

Modern office practices, methods, and computer equipment.

Occupational hazards and standard safety practices necessary in the area of building inspection.

Principles and practices used in dealing with the public.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Advise on standard construction methods and requirements for residential, commercial, and industrial buildings.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Respond to requests and inquiries for information regarding building policies and procedures.

Perform accurate mathematical computations.

Enforce necessary regulations with firmness and tact.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Five years of journey level experience in the building trades.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in building codes.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of ICC certification as a Building Inspector within one year of date of hire.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to cold, heat, noise, outdoors, vibration, confining work space, and electrical hazards; ability to travel to different sites and locations.

Effective Date: January 1999

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