

**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) of the Chief Building Official, performs a variety of building inspection and technical permit duties involved in the inspection of building systems at various stages of construction, alteration, and repair for compliance with applicable state and local codes as well as conformance with project conditions established by the Planning Commission or City Council.

**IDENTIFYING CHARACTERISTICS**

**Building Inspector I** - This is the entry-level class in the Building Inspector series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Building Inspector II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility and is expected to be performing at the "II" or journey level within the prescribed time frame. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, the completion of the minimum experience and education requirements for the "II" level, 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. Positions at this level are distinguished from the Building Inspector I level by the performance of the full range of duties as assigned, working independently, applying well developed building inspection knowledge, and exercising judgment and initiative. Positions 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. Work is normally reviewed only on completion and for overall results. Positions in this class series are flexibly staffed and positions at the Building Inspector II level are normally filled by advancement from the Building Inspector I level. 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. This classification differs from the classification of Senior Building Inspector in that the latter is responsible for the more complex and difficult technical duties within the department and serves as lead over assigned support staff.

**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. Performs field inspections of residential and commercial buildings during various stages of construction and remodeling; ensures that structures are being constructed in accordance with approved plans and specifications and in compliance with applicable state and local laws, ordinances, and codes (including, but not limited to, building, plumbing, fire, mechanical, electrical and energy codes) to ensure the health, safety, and welfare of the public.
2. Conducts periodic field inspections before and during construction, remodeling, or repair; checks the safety of construction and installation practices; inspects the quality of materials and methods of construction for footings and foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, masonry, electrical, plumbing, and other construction work; makes final

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inspections to clear permits.

3. Interprets codes and regulations; reviews, researches, and communicates results in determining applicable codes/ordinances; explains required inspections, construction requirements and construction and repair methods and materials to owners, architects, engineers, contractors, and the public; advises owners on matters related to building permits; investigates and resolves building and related complaints.
4. Prepares warning letters to negligent owners or contractors; follows negligent cases through prosecution in situations of non-compliance.
5. Assists other departments and divisions; supports other departments including observing and reporting field conditions related to other departments' issues.
6. Assists the public at the counter; processes forms, permit applications, and plans necessary for the issuance of development and construction permits; performs minor plan checking, including residential patios, porches, room additions, carports, garages, and tenant improvements.
7. Reviews building permit applications, plans, and specifications for compliance with applicable codes and standards; issues permits for projects; calculates and collects fees in accordance with established fee schedules for both plan checking and building inspection; responds to inquiries and provides information related to permit and plan checking procedures, policies, and functions; computes and collects all required fees
8. Maintains a variety of files and records related to areas of assignment including permit binders, records of inspections made and actions taken, and plans; inputs and retrieves information into computer data bases; prepares reports, correspondence, and a variety of other written materials as requested.
9. Attends and participates in professional group meetings, training seminars, and classes; maintain awareness of new trends and developments in the field of building inspection.
10. May receive applications for building permits and business licenses; reviews applications and issues appropriate permit or license.
11. May assist with reviewing plans and specifications.
12. Performs 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:**

Methods, materials, and progressive steps used in the construction of buildings and related structures.  
Pertinent building related codes, ordinances, and regulations enforced by the City including applicable building codes, plumbing, electrical, and mechanical codes, zoning ordinances, general land use codes, and related City codes and state mandated regulations.

Principles and techniques used in building inspection work including those used to examine the quality of work and materials and to detect deviations from plans, regulations, and standard construction practices.

Accepted building construction safety standards and methods.

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Operational characteristics and use of standard equipment used in building inspection and the building trades.  
Occupational hazards and standard safety procedures.  
Permit processing procedures.  
Modern office procedures, methods, and equipment including computers.  
Principles and procedures of record keeping and reporting.

**Ability to:**

Understand, interpret, explain, and enforce provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.  
Perform the full range of building inspections.  
Read and interpret complex plans and specifications.  
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and to detect deviations from plans, regulations, and standard construction methods, practices, and requirements.  
Determine that construction systems conform to City code requirements.  
Advise on standard construction methods and requirements.  
Exercise sound and independent judgment.  
Plan and organize daily work schedules and prioritize inspections.  
Respond to requests and inquiries from the general public.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Maintain complete and accurate records.  
Write routine reports and correspondence.  
Make arithmetical computations rapidly and accurately.  
Safely and effectively operate tools and equipment used in building inspection and the building trades.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
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** - *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:*

**Building Inspector I**

**Education/Training:**

Equivalent to the completion of the twelfth grade. Specialized training in building technology, architecture, engineering, or a related field is desirable.

**Experience:**

Two years of experience as a journey level craft worker in the building trades or in reviewing plans and issuing building permits. Some experience as a building inspector is desirable.

**License or Certificate:**

Possession of an appropriate driver's license.

Possession of, or ability to obtain within one year of appointment, a Building Inspector certificate issued by the International Code Council (I.C.C.).

**Building Inspector II**

**Education/Training:**

Equivalent to the completion of the twelfth grade. Specialized training in building technology, architecture, engineering, or a related field is desirable.

**Experience:**

Two years of responsible combination building inspection experience equivalent to that of a Building Inspector I with the City of Suisun City.

**License or Certificate:**

Possession of an appropriate driver's license.

Possession of a Combination Building Inspector certificate issued by the International Code Council (ICC).

**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 with travel to various locations to attend meetings and to perform inspections; the employee often works in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, and dust.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; 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; to travel to other locations; to operate equipment and vehicle; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.