



COMBINATION BUILDING INSPECTOR

AGENCY/DEPARTMENT:
Development/Building

Approved By HR Director: *Linda Matthews*
Date Approved: 9/22/04
Date of Last Revision:

Reports to: Supervising Building Inspector
Supervises: N/A
Conflict of Interest Code Filer: No

JOB SUMMARY: Under general supervision, provides a variety of field inspection services for the Building department, including examining and physically reviewing construction and structures to ensure compliance with City and state codes and ordinances; reviews plans in field and assists with code compliance problems; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Examines, reviews and conducts field inspections on various phases of residential, commercial and industrial building activity and ensures compliance with city and state building codes and ordinances.
2. Performs inspections and examines facilities, pipelines, conduits and appurtenances ensuring compliance with Uniform Electrical, Plumbing and Mechanical Codes and California Title 24 Energy and Accessibility Standards.
3. Inspects, detects and locates inadequate and deficient work and materials, determines stage of construction, alteration or repair, records information and informs permit applicant and appropriate staff of findings.
4. Receives and responds to complaints or questions, interprets and explains building codes and ordinances to builders, contractors, homeowners and interested parties and provides recommendations.
5. Re-examines and re-inspects completed installation of work and use of proper materials when construction, alterations, repairs or required corrections are made.
6. Communicates and confers with various agencies and departmental staff, verifies and confirms field sites have obtained building plan, specification and construction approval and possession of appropriate permits.
7. Analyzes, reviews and checks plans in the field, advises contractors and makes recommendations and assists with code enforcement duties as necessary.
8. Prepares and maintains inspection records and related documentation, notes violations and recommends corrective action and informs supervisor of findings.
9. Interfaces and meets with various agency representatives, including public safety, Code Enforcement, Health Department and Humane Society and assists with providing technical information as necessary.
10. Compiles and researches building and code documentation and related technical information and assists supervisor with various special projects and assignments as necessary.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Three or more years of experience in building inspections, codes and permit procedures.

KNOWLEDGE OF:

- Building construction, alteration and repair inspection methods and principles.
- Commercial, industrial and residential building construction, alteration and repair methods, materials and techniques.
- General construction and municipal and state building, plumbing, mechanical and electrical codes. Local zoning, occupancy and health and safety ordinances.
- Public and contractor customer service methods and communication techniques.
- Basic math.
- Records management and file maintenance procedures.
- Inspection tools and modern office equipment procedures and practices.
- Automated and database computer tracking system practices.
- Permit request and application procedures.

ABILITY TO:

- Prepare, review and interpret codes, ordinances, documents, procedures, blueprints, plans and reports accurately.
- Compile information in a timely manner.
- Set priorities of work completion based upon risk to health and safety.
- Make appropriate determinations and recommendations according to municipal and state regulations, codes and requirements.
- Operate a computer keyboard, calculator, inspection tools and standard office equipment.
- Operate a personal computer to utilize word processing, spreadsheet, and tracking system applications.
- Perform arithmetical computations with speed and accuracy.
- Schedule, organize, analyze and complete work in accordance with deadlines. Correctly record and verify transactions. Identify inadequacies, errors or discrepancies in buildings, structures, work or plans and documentation.
- Compare and match related documents.
- Complete and maintain related file documentation.
- Communicate effectively and work cooperatively with customers, general public, contractors, architects, vendors, co-workers, departmental representatives, supervisors and management.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment in this classification.

CERTIFICATIONS:

- Possession of a valid International Code Council (ICC) Residential Building Inspector
- Possession of a valid International Code Council (ICC) Commercial Building Inspector

SPECIAL REQUIREMENTS:

DESIRABLE:

- Course work or experience in civil engineering, building, plumbing, mechanical and electrical construction, State Uniform Building, Plumbing, Mechanical and Electrical Codes and contractor license laws; Title 24 Energy and Accessibility Standards.

FLSA Exemption Status: Non-Exempt

Employee Unit: San Bernardino Public Employees Association

DOT Program Participant: No

Job Family: Building

Career Progression: Combination Building Inspector
 Senior Combination Building Inspector
 Senior Combination Building Inspector/Plan Checker