CITY OF GLENDORA
BUILDING INSPECTOR
SENIOR BUILDING INSPECTOR

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.

DEFINITION
Under general supervision, conducts field inspections and checks construction, alteration, or repair of buildings and other structures; enforces building, plumbing, electrical, zoning codes and other Federal, State and local laws; performs related duties as required.

CLASS CHARACTERISTICS
Building Inspector: This is the journey level class and incumbents are expected to perform a broad range of inspections independently. This class reports to the Building and Safety Superintendent and/or the Deputy Public Works Director/Building Official.

Senior Building Inspector: This is the advanced journey level class. Incumbents perform the more complex and difficult inspections, investigations and plan reviews. Incumbents may also be required to assist supervisors with training and assigning of work. This class reports to the Building and Safety Superintendent and/or the Deputy Public Works Director/Building Official.

ESSENTIAL JOB FUNCTIONS
These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Performs inspections of various phases of residential, industrial, and commercial building construction for compliance to the various building codes; reviews plans and issues permits. (a b c d e f g h j k l n o)

2. Field checks 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 with appropriate codes. (a b c d e f g h j k l n o)

3. Checks building plans and specifications for residential and commercial structures for compliance with applicable sections of Building, Electrical, Plumbing, Municipal and Zoning Codes; checks for grade and quality of materials used in construction. (a b c d e g h j k l n o)

4. Inspects and approves work at each of the required stages of completion and orders corrective action if necessary; makes final inspections for compliance to pertinent laws, regulations, and codes; prepares reports of inspections and work completed;
investigates code violations, posts “Stop Work” notices, and prepares reports of findings. (a through o)

5. Advises and interprets codes to laymen, contractors, architects, and others as required; coordinates construction progress with other City departments or divisions and outside agencies. (a c h j k l)

6. Coordinates inspection activities with other City departments; assists in the conduct of zoning and general land use and code enforcement inspection work as assigned. (a c d e g h i j k l)

7. As required, performs duties of Construction Inspector. (All)

REQUISITE ABILITIES
The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.
b. Prepare reports and keep accurate records.
c. Analyze data and information.
d. Apply technical knowledge and follow proper inspection techniques.
e. Detect deviations from plans, regulations, and standard practices.
f. Climb ladders.
g. Perform journey level inspections in a variety of trades.
h. Enforce regulations, codes and standards.
i. Respond to emergency and problem situations in an effective manner.
j. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
k. Understand, explain and apply policies and procedures.
l. Interpret and apply rules, regulations, legislation and policies.
m. Understand and follow verbal and written directions.
n. Work independently.
o. Perform arithmetical computations rapidly and accurately.
MARGINAL FUNCTIONS
These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience 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:

Graduation from high school or equivalent and

Building Inspector: two years of experience as a combination inspector with a public agency or three years of journey level experience in the building trades.

Sr. Building Inspector: five years of experience as a combination inspector with a public agency or four years of journey level experience in the building trades or possession of a valid California contractor’s license. College course work in engineering or architecture and ICBO certification is highly desirable.

Knowledge and Skill Levels
Considerable 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.

Special Requirements
Possession of or ability to obtain a Class C California driver’s license and a satisfactory driving record.

Building Inspector: Possession of ICBO or ICC Certification as a Building Inspector or ability to obtain certification as a Residential Building Inspector and Commercial Building Inspector from ICC within one year of appointment.

Senior Building Inspector: Ability to obtain ICBO Certification as a Combination Inspector (Building, Mechanical, Plumbing, Electrical) within one year of appointment.

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 primarily in the field requiring travel from site to site to conduct building inspections; subject to noise from construction sites and inclement weather conditions; frequent interruptions and public contact; occasional work on ladders or scaffolds.

Physical: Primary functions require sufficient physical ability and mobility to operate a vehicle and travel from site to site including repetitive hand movement and fine
coordination; to stand or walk 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; and to verbally communicate to exchange information.

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

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

Revised by *Johnson & Associates LLC* June, 2006