

**CITY OF FONTANA
BUILDING INSPECTOR I
BUILDING INSPECTOR II**

DEFINITION: Under general and/or immediate supervision from the Building and Safety Director or from other supervisory or management staff, performs building inspections in compliance with municipal building codes, zoning and other related ordinances; and to perform a variety of tasks relative to assigned areas of responsibility

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 less complex inspections assigned to positions within the series such as the inspection of residential and small commercial buildings. Because this class is typically used as a training class, employees may have limited or no directly related work experience. An employee in this class is expected to read and interpret building plans and codes and have a working knowledge of plumbing, air conditioning electrical and building construction.

Building Inspector II – This is the full journey level class within the Building Inspector series. Employees within this class are distinguished from the Building Inspector I by the performance of the full range of duties including exercising some functional and technical supervision over Building Inspector I's. Employees at this level are fully aware of the operating procedures and policies of the work unit. Appointment to the II level requires that the employee be performing the full range of duties assigned to the class.

ESSENTIAL FUNCTIONS: The employee must have the ability to:\

- Inspect industrial, commercial and residential buildings during various stages of construction and remodeling.
- Check plans for compliance with code requirements and discrepancies after permit is issued.
- Inspect existing buildings for compliance with applicable codes and ordinances.
- Inspect damaged or dilapidated buildings for safety problems; conduct inspection on fire damaged buildings; determine extent of damage, safety factors and necessary permits required for building; prepare and file reports.
- Inspect buildings being moved within or into the City to check for compliance with all codes; inspect buildings being demolished to protect adjacent property and the public.
- Conduct field inspections of businesses with tax and liquor licenses to ensure conformance to building codes and zones.
- Issue notices to comply on violations; maintain records for possible legal actions.
- Conduct inspections on registered industrial plants; note discrepancies; conduct follow-up inspections; review all plans for code compliance.
- Coordinate inspection activities with other City departments and divisions; confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.

- Issue building, electrical, mechanical, plumbing and mobile home permits.
- Maintain files of inspections and issued permits; review files for inactive, revoked or expired permits and code violations; initiate action against expired permits or to correct code regulations.
- Receive phone calls; answer questions and provide information about construction site inspections and code regulations.
- Conduct semi-annual mobile home surveys
- Review new materials and methods used in building construction; attend training courses to learn of new codes and other building inspection regulations.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Incumbents may be required to lift, carry and/or push objects weighing 25 pounds or more. The position requires near and far vision when inspecting work. Incumbents work in all weather conditions, use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, drive motorized vehicles and work around moving traffic.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

Building Inspector I

- Major types of building construction, materials, and methods.
- 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 Uniform Building code.
- Basic principles of structural design and engineering mathematics.

Ability to:

- Learn, interpret and apply pertinent Federal, State and local laws, codes and regulations.
- Learn and apply City codes and policies regarding zoning, environmental matters and other regulations to field situations.
- Learn to read and interpret complex building plans, specifications and building codes.
- Determine if construction systems conform to the City code requirements.

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Advise on standard construction methods and requirements for residential, commercial and industrial buildings.
- Make arithmetical computations rapidly and accurately.
- Enforce necessary regulations with firmness and tact.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Building Inspector II

In addition to the qualifications for Building Inspector I, knowledge of:

- City codes and policies regarding zoning, environmental matters and other regulations.
- Building related codes and ordinances enforceable by the City, including the Uniform Building, Electrical, Plumbing and Mechanical Codes.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.

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.
- Advise on standard construction methods and requirements for residential, commercial and industrial buildings
- Enforce necessary regulations with firmness and tact.

Experience: Building Inspector I - One year of increasingly responsible building inspection experience. Building Inspector II - Two years of journey level building construction experience.

Education: Equivalent to the completion of the twelfth grade supplemented by college level coursed in engineering, architecture or construction.

License or Certificate: Possession of, or ability to obtain, an appropriate, valid California driver's license.