

COUNTY OF SOLANO

CLASS SPECIFICATION

BUILDING INSPECTOR I

CLASS SUMMARY:

Learns to inspect buildings and construction properties and learns to review plans to ensure compliance with the County's adopted construction, plumbing, electrical, mechanical, zoning codes, and other applicable laws and codes; learns to read specifications, blueprints and construction drawings; learns to interpret building codes, laws, rules and ordinances; learns to prepare inspection reports and records.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the Building Inspection series. This class is distinguished from the journey level class by the performance of the more routine tasks and duties assigned to positions within this series and is the training level within the Building inspection series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level, but will be trained to exercise independent technical judgment and discretion. Employees work under immediate supervision while learning to perform inspections and learn how to ensure compliance with applicable codes, structural safety and zoning regulations, requirements, laws and ordinances in residential, industrial, commercial, or public buildings. Incumbents are expected to be skilled in one trade such as carpentry, plumbing or electrical and have some knowledge in other trades.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from the Building Official; may receive technical or functional supervision from the Senior Building Inspector or other technical or professional staff.

No supervision is exercised over others.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Learns to inspect building construction and repair sites and activities at all stages to ensure compliance with building, plumbing, electrical, mechanical, local zoning codes, applicable laws and regulations; learns codes and proper procedures to check foundations, construction and building materials and other areas for deficiencies. The incumbent will be trained to write correction notices for deficient items, set up inspection schedule and routes of travel to field sites, how to approve work done or note corrections to be made and to prepare correction letters and inspection reports.
- Employees within this class will learn to read and review blueprints, construction drawings, and specifications for approval and issuance of a construction permit. Knowledge will also be gained on how to interpret code requirements for compliance during plan check and field inspection.
- Learns how to enforce codes by giving instructions and warnings and/or recommending stop work orders or citations.
- Learns how to issue construction and repair permits and how to assist builders, contractors and homebuilders by explaining code requirements. Learns how to answer questions and inquiries received at the information counter and assists with other duties as assigned.

- Learns how to examine specific operating systems and construction trade work throughout the construction phase such as electrical wiring and electrical systems, plumbing installations, heating and mechanical systems, and carpentry work to ensure quality of materials are maintained and free of deficiencies. Incumbent will learn how to perform minor plan check at the service counter.
- Learns how to conduct related tasks such as business license site inspections, grading inspections, flood zone determination, as well as permit and plan reviews; learns how to issue building permits when necessary.
- Learns how to maintain records and reports of inspection findings and recommendations and how to present written and verbal report of findings.
- Learns how to stay abreast of current and changing codes, regulations, rules, laws, and ordinances regarding construction activities.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Experience: Three (3) years of recent and continuous journey level building trades experience in one or more of the major building construction trades such as building, electrical or plumbing.

Education/Training: High school diploma or equivalent. Additional specialized training in the building trades or construction technology is desirable.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

Requires possession and maintenance of a valid Class C California Driver's License as a condition of initial and continued employment.

Possession of, or ability to obtain prior to the completion of the probationary period, and maintenance of a valid International Code Council (ICC) or State of California issued Building Inspector certification. Certifications restricted to only residential do not qualify.

Incumbent must obtain ICC or State of California issued Plumbing Inspector and Mechanical Inspector certifications within two years of appointment. Certifications restricted to only residential do not qualify.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- At least one recognized skilled trade such as electrical, carpentry, HVAC, or plumbing.
- Common principles of proper and safe construction.

Skill and/or Ability to:

- Utilize basic office equipment and some inspection tools and measuring devices.
- Drive a motor vehicle.
- Learn how to detect structural, electrical, plumbing or heating defects through physical inspection and recommend corrective action.
- Learn how to read, interpret and apply building and zoning codes and regulations.
- Learn how to read and interpret plans and blueprints accurately and compare them with actual construction and repairs in progress.
- Learn how to apply knowledge of skilled trades to the physical evidence observed and checked during the inspection process.
- Learn how to prepare written and verbal inspection reports and maintain accurate records.
- Communicate clearly and concisely, both orally and in writing; compose correspondence independently.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Analyze situations quickly and objectively and to determine proper course of action.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require the following: (1) balancing, stooping, kneeling, reaching, crawling, fingering, grasping, and repetitive motion; (2) climbing and working safely on ladders (extension and A-frame) and step ladders with a total weight that does not exceed the weight capacity of the ladder or the highest rated capacity of the harnesses and lanyards used for fall protection; and (3) standing or walking up to seven hours per day on uneven surfaces.
- **Lifting, Carrying, Pushing and Pulling – Medium work:** Positions in this class require exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer screen, read, and to distinguish between normal and off shade colors and to read gauges and meters in dimly lighted areas etc. Positions in this class also require employees to have depth perception and good eye-to-hand coordination in order to operate a motor vehicle and to operate a variety of hand and power tools.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must occasionally be conveyed to others accurately, loudly, and/or quickly.
- **Other:** Positions in this class typically require the employee to have sufficient sense of smell, vision, touch and hearing to observe equipment functions for normal and abnormal occurrences.

WORKING CONDITIONS:

- **Outdoor Work:** Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather, and animal/insect/wildlife attacks.
- **Work in an Industrial Area:** Employees in this class will often be working in an industrial area and thus will be subject to exposure to moving mechanical parts, electrical currents, toxic agents, fuel, oil, gases, smoke, fumes, odors, dust, and vibrations.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.
- **Working at Heights:** Employees in this class may be required to work at heights six feet and more above the ground on equipment and structures.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- **Pre-employment screenings:** Will be required to pass a physical exam and pass a drug test as a condition of hire.
- **Independent Travel:** Incumbents are required to travel independently, for example, to perform inspections at building sites.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- **Incumbent usually works in the field rather than in the office.**

CLASS HISTORY AND CLASS INFORMATION:

- **Date Approved by the Civil Service Commission:** September 14, 2005
- **Date(s) Revised:** October 12, 2022
- **Class Code:** 522010