

## **BUILDING INSPECTOR II**

### **JOB PURPOSE OR SUMMARY**

Inspects construction sites to assure that construction and materials conform to approved plans and local zoning, building, fire and plumbing codes. Notifies builders of corrections required.

### **CLASSIFICATION DISTINCTIONS**

The Building Inspector II position is the middle level in the alternately staffed Building Inspector job family. The Building Inspector II performs inspections for building, systems, and facilities. Incumbents work under the guidance and direction of a Lead Building Inspector, and report to the Chief Building Official.

An employee hired as a Building Inspector I is expected to progress to the Building Inspector II level. The Building Inspector II is expected to progress to the Building Inspector III level.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Conducts on-site building inspections during construction; verifies location on lot, dimensional and structural conformity to approved plans and use of approved building materials of the proper size and quality for the specific application.
- Performs plumbing inspections and observes tests of all plumbing and sewage disposal systems, repairs, alterations, renovations and installations.
- Notifies builders and installers of building and construction code violations and stipulates corrections required.
- Writes and posts stop-work orders when code violations necessitate complete work stoppage.
- Provides code interpretations when required.
- Inspects abandoned and dangerous buildings, mobile home installations and answers complaints on zoning code violations.
- Inspects buildings for code compliance.
- Performs inspections of residential, commercial, and public curbs, driveways, sidewalks and construction sites as directed to assure conformance with County standards, zoning codes, and specifications and to assure proper drainage.

- Employees in this classification, if determined to be qualified, may be assigned to perform mechanical inspections to verify compliance with the requirements of the International Mechanical Code.
- May review building plans with respect to the requirements of the International Building Code and other applicable laws and ordinances in order to correct code errors and advise permit applicant.
- Maintains a positive, professional approach to builders, installers, staff, and/or other interested parties.

### **QUALIFICATIONS**

- Must possess certification for building inspector (both residential and commercial) inspector, and plumbing inspector (both residential and commercial) through ICC, IAPMO or other approved organizations upon hire or promotion to the position.
- Must possess, or have ability to obtain, a valid driver's license at the time of hire.

**Knowledge of:** all phases of either plumbing or building inspection for commercial structures; International Building Code, Uniform Plumbing Code, other adopted construction codes, commercial, and local zoning ordinances.

**Ability to:** accomplish all stages of building inspection for standard residential structures; interpret residential and commercial building plans and specifications; tactfully deal with the general public; engender a cooperative attitude in owners and builders work he/she inspects; and effectively diffuse difficult or highly charged situations.

### **CONTINUING QUALIFICATIONS FOR BUILDING INSPECTOR JOB FAMILY**

Incumbents must be able to successfully perform inspections of building, plumbing, and mechanical facilities to be considered fully effective in the Building Inspector job family. Incumbents may be hired at a lower level, but are expected to reach the full journey-level – Building Inspector III level – within the timeframes outlined below.

- The Building Inspector I is the entry-level into the Inspector job family. An incumbent hired at the entry level must obtain the qualifications to move to Building Inspector II.
- Building Inspector II qualifications require certification as a residential building inspector, commercial building inspector, and plumbing inspector through ICC, IAPMO, or other approved organizations.

- An incumbent at the mid-level must obtain the qualifications to move to Building Inspector III. Qualifications require the additional certifications of residential mechanical inspector and commercial mechanical inspector through ICC, IAPMO, or other approved organizations.

Employees are expected to meet the following minimum criteria within the timeframe outlined below:

- Obtain their plumbing certification and at least one building certification within 12 months of hire or promotion.
- Obtain at least one mechanical certification within 18 months of hire or promotion.

Incumbents who fail to meet these minimum qualifications will be considered “below expectations” in performance and will be subject to corrective action and/or discipline, up to and including termination, for failure to achieve performance standards.

*[Note]* A new hire will be required to serve a probationary period of six months from the original date of hire and/or according to contract and policy language. If the incumbent qualifies to promote to the next alternately staffed level during the probationary period, he/she may be promoted with manager’s approval but must still complete the original probationary period. An incumbent promoted to a higher level following his/her probation shall not serve an additional probationary period, as per contract and policy language.

Revised: 05/28/04, 10/04, 08/07

ADA UPDATE: 02/01/02

Office use: 6/22/00