

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>BUILDING INSPECTOR I</b>	<b>CLASS CODE: 2039</b>
<b>DEPARTMENT:</b>	<b>PLANNING AND BUILDING SERVICES</b>	<b>FLSA STATUS: N</b>
<b>REPORTS TO:</b>	<b>SENIOR BUILDING INSPECTOR</b>	<b>DATE: 9/08</b>
<b>CIVIL SERVICE:</b>	<b>YES</b>	<b>BARGAINING UNIT: SEIU</b>

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**JOB SUMMARY:**

Under direct supervision, inspects construction projects and mobile home sites to enforce compliance with California codes required by state and local ordinances, codes and laws. Incumbents in this class receive limited supervision within a framework of standard policies and procedures; errors in work could result in unnecessary expense to contractors, construction, or substandard structures, including danger to the health and safety of the general public.

**DISTINGUISHING CHARACTERISTICS:**

The Building Inspector I classification is the entry level in the Building Inspector series. Employees in this class receive training, are given detailed instructions in the performance of routine tasks and perform tasks that are more structured and repetitive than those assigned at the II level. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Most incumbents are expected to promote to the journey level within one to two years of successful performance; however, positions that are limited to duties of a more routine, repetitive nature may be permanently allocated at the I level.

**SUPERVISION EXERCISED:**

The Building Inspector I exercises no supervision.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

- Inspect structural integrity, electrical installations, mechanical installations, and plumbing on new construction and alterations to existing construction to assure compliance with California codes required by the state and local ordinances and laws.
- Schedule appointments with contractors for construction and/or alteration inspections at various phases of completion.
- Inspect set backs from property lines and boundary determinations to assure compliance with approved plans, California codes, and zoning ordinances.
- Approve projects meeting codes and issue appropriate permits.
- Post "stop work order" notices in response to complaints for unpermitted work, or work not conforming to plans, specs, or codes.
- Inspect code compliance of the installation, utility connections, and additions to mobile home sites and parks.
- Issue and posts stop work, prohibited occupancy, and hazardous condition notices on construction sites, mobile home sites, and existing structures which fail to meet code.
- Act as information resource on California code compliance to contractors, builders, and the general public.
- Perform office work including examining plans, scheduling workday, filing permits and plans, logging and issuing permits, answering telephones, and other office duties as needed.
- Maintain and upgrade professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Prepare and maintain various reports and records and compose correspondence related to inspection activities.
- Perform other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment	Code Books	Construction Tools
Manometer/PSI Test Gauges	Calculator	Tape Measure
Electronic Equipment	Hand Tools	Computer
Various Testing and Measuring Equipment	Vehicle	Level

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

High School diploma or GED and two years of progressively responsible related experience as an accredited journey-level trades person, contractor or inspector in the building or construction trade, or a combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Licenses and Certifications:**

Valid State Driver's License  
ICC Certified Building Inspector

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- California construction codes, zoning ordinances, and state and county health codes.
- Methods and safety standards of building construction.
- Principles and techniques of building inspection and structural design.
- Recordkeeping, report preparation, filing methods and records management techniques.

### **Skills in:**

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Communicating clearly and effectively, both orally and in writing.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

### **Mental and Physical Abilities to:**

- Read and interpret building plans, specifications, codes and regulations.
- Establish and maintain effective working relationships with a variety of individuals.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Deal with problems involving several variables in a wide range of standardized situations.
- While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 25 pounds.
- While performing the essential functions of this job the employee is occasionally required to walk, stand, and lift and/or move up to 50 pounds.

### **Working Conditions:**

While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions, fumes or airborne particles, work near moving mechanical parts, work in highly precarious places, risk of electrical shock, toxic or caustic chemicals, and driving on narrow, unimproved County roads in inclement weather.

The incumbent's working conditions are typically moderately quiet to loud.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.