

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>BUILDING INSPECTOR III</b>	<b>CLASS CODE: 2041</b>
<b>DEPARTMENT:</b>	<b>PLANNING AND BUILDING SERVICES</b>	<b>FLSA STATUS: N</b>
<b>REPORTS TO:</b>	<b>CHIEF 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 limited supervision, inspects construction projects and mobile home sites to interpret and enforce compliance with California codes required by state and local ordinances, codes and laws. Incumbents in this class often perform the most difficult, controversial and/or complex building code inspections, review of construction drawings; oversees the investigation of alleged violations of housing, building, plumbing, and electrical codes; employees in this class receive very limited supervision within a broad frame-work 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:**

This is the advanced journey level class in the Building Inspector series. Positions in this class are distinguished from positions in the class of Building Inspector II by lead work duties and assignments that are more complex, cover the entire range of inspection activities and require less supervision and review. Positions in this class are distinguished from those in the class of Senior Building Inspector in that incumbents in the higher class are assigned supervisory duties.

**SUPERVISION EXERCISED:**

The Building Inspector III exercises no supervision. May perform lead work.

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

- Provide for the protection of life and safety of the citizens of the County by enforcing federal, state, and local building codes, ordinances, and laws.
- Perform the most complex inspections of residential, commercial, and agriculture structures within the County including but not limited to: inspects framing, foundations, electrical and 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.
- Carry out lead work responsibilities including training in job skills, assigning and directing work, making recommendations in performance appraisal, and reporting problems to supervisor.
- Conduct inspections for the Planning/Zoning Division including: zoning setback requirements, signs, parking space regulations, fences, and use permit conditions.
- Schedule appointments with contractors for construction and/or alteration inspections at various phases of completion; explain and interpret correction and violation notices during field inspections.
- 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; issue and post 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.
- Oversee and perform investigations of alleged violations of the California codes of the county, state and federal regulations.
- Assist the District Attorney, County Counsel and other County departments in the preparation of legal documents and complaints related to California code enforcement.
- Confer with architects, contractors, builders, and owners regarding code compliance of plans and needed changes.
- Perform office work including examining plans, scheduling workday, issuing and filing permits and plans, answering telephones, data entry, 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 composes correspondence related to inspection activities.
- Make recommendations on department budget; prepare special project budgets.
- May act for the supervisor in his/her absence.
- 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 six years of progressively responsible related experience as a Building Inspector, Construction Supervisor, Architect or closely related occupation. A minimum of two years experience as a journey-level Building Inspector in a governmental agency utilizing the California Building Code is required; 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 Combination Inspector  
ICC Certified Building Inspector  
ICC or IAPMO Certified Plumbing Inspector  
ICC or IAPMO Certified Mechanical Inspector  
ICC Certified Electrical Inspector

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- California construction codes, zoning ordinances, and state and county health codes.
- All applicable state, federal and local ordinances, laws, rules and regulations.
- Basic principles and practices of engineering.
- All phases of construction.
- Principles and techniques of building inspection and structural design.
- Principles and practices of public relations.
- Recordkeeping, report preparation, filing methods and records management techniques.

**Skill in:**

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Writing technical reports and correspondence.
- 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.
- Using mathematics.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated codes and policies, procedures and protocols.

**Mental and Physical Abilities to:**

- Read and interpret building plans, specifications, codes and regulations.
- Interpret codes and regulations and explain the rationale to clients and staff.
- Apply construction experience to assist clients with code compliance.
- 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, the employee is 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 lbs.
- 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 high precarious place and toxic or caustic chemicals.

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.