

**City of Saratoga
Building Inspector
Non-Exempt (Hourly)**

DEFINITION

Under general supervision of the Senior Building Inspector/Plan Checker, performs technical review of plans and building permit applications for completeness and general compliance to State regulations, model codes and local ordinances. Conducts field inspections of building construction, reconstruction and alterations at various stages and at completion to assure compliance with approved plans and specifications.

DISTINGUISHING CHARACTERISTICS

The Building Inspector is distinguished from the Senior Building Inspection/Plan Checker in that the latter has responsibility for the overall supervision of all work activities, assigned staff, and budgeting of the Building Division. The Senior Building Inspector/Plan Checker operates with considerable autonomy and performs duties with a greater degree of independence and decision-making responsibilities and performs specialized duties as assigned. The Building Inspector has no supervisory and no budgeting responsibility.

ESSENTIAL DUTIES

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Explains procedures and requirements for applications for building permits.
- Reviews permit applications and plans for completeness and general compliance with State and local codes. Issues building permits and performs plan checking for minor structures.
- Maintains records, prepares letters and reports and researches new and amended regulations.
- Performs field inspections at various stages and upon completion to verify compliance with construction plans and specifications, State regulations, model codes and local ordinances. Notes deficiencies and deviations and refers serious problems and disagreements on interpretation to the Senior Building Inspector/Plan Checker.
- Consults with property owners, contractors, architects and engineers to assist in the correction of design deficiencies.
- Perform other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Model building codes, zoning regulations, State and local building laws and ordinances.
- Building construction, materials, methods and procedures.
- Use and applications of modern data information systems and technologies.

Ability to:

- Interpret and apply building and zoning codes, State regulations and local ordinances.
- Read and interpret building plans and specifications.
- Prepare and maintain accurate records.
- Deal effectively with the public in difficult situations.

EDUCATION, TRAINING AND EXPERIENCE

Experience/Certifications /Licenses:

Two years experience as a building inspector or other related building department position with a public entity, or a minimum three years experience in the major building trades, or significant study in an accredited Building Inspection Technology program.

ICBO/ICC certification as a Building Inspector is required. Additional certifications by ICBO/ICC as a Plumbing, Mechanical and Electrical Inspector or Plans Examiner are highly desirable.

California Drivers License

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical Requirements

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodations.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Requirements:

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.