



City of Greenfield

BUILDING INSPECTOR

Job Title:	Building Inspector
Department:	Community Development Department – Building Division
Reports to:	Building Official, and or Department Director
Employee Type:	Fulltime
FLSA Status:	Exempt
Effective Date:	04.26.2022

DEFINITION:

Under direct or general supervision, performs routine to complex inspections at various stages of construction, alterations, and repair of residential, commercial, and industrial building sites to enforce building, plumbing, mechanical, electrical, and environmental codes, and other governing laws and ordinances, including basic zoning, grading, fire, and safety regulations; ensures conformance with approved plans, specifications, standards, permits, licensing, and safety standards; provides a variety of information to property owners, developers, architects, engineers, and contractors; and performs related duties, as assigned.

CLASS CHARACTERISTICS:

Employees in this class are responsible for conducting on-site inspections and investigations in one or more of the following areas; structural, electrical, plumbing, heating, ventilation, air conditioning, refrigeration, sewer, water, gas and grading. This position is distinguished from the Building Official by the latter's responsibility to plan, organize, and direct the activities and operations of the Building Division.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Building Official, or department director. Exercises no direct supervision over staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties and functions are normal for this position. The omission of specific statements of the duties/functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the City.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs field inspections of new and existing commercial, industrial, and residential properties at various stages of construction, alterations, and repair for conformance to building codes required by the state and local ordinances and laws, plans, specifications, standards, and architect and engineering drawings related to foundations, framing, electrical, mechanical, heating, plumbing, structure, finish, and a wide variety of other routine to complex building system elements; inspects a variety of structural member factors; examines grade, quality, and treatment of a variety of materials; performs final inspections.
- Confers with legal, fire, public works, and other City staff regarding building, fire, life safety, zoning, and other building code interpretations and applications.

- Assist with the review of building plans for completeness, accuracy, and building code compliance for new construction, alterations, or remodeling of residential, commercial, and industrial structures; ensures compliance with applicable codes and accepted engineering practices.
- Reviews energy calculations to ensure compliance with State codes.
- Posts stop-work orders in response to complaints about unpermitted work, or work not conforming to plans, specs, building codes, and ordinances.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Reviews plans and applications for building permit submittals; issues building permits; and issues certificates of occupancy.
- Schedule appointments with contractors for construction and/or alteration inspections at various phases of completion.
- Reviews damaged buildings for safe occupancy after fires or other disasters and occurrences.
- Consults with the Building Official, and City legal staff regarding legal aspects of building inspection and other matters; attends code interpretation meetings.
- Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction meetings; resolves complaints and problems.
- Conducts follow-up inspections to ensure compliance with code violations; establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings and testifies in hearings and court proceedings, as necessary.
- Prepares and maintains a variety of correspondence, reports, correction notices, and maintains records of inspections and actions taken.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public, as assigned by the Building Official or designee.
- May serve as backup for other positions within the Building Division.
- Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge Of:

- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- California construction codes, zoning ordinances, and related codes.
- Basic principles and practices of engineering.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures governing the construction of assigned projects.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Safety equipment and practices related to the work, including safe driving rules and practices.
- Mathematical principles including algebra, geometry, and trigonometry.
- Record keeping principles and procedures, report preparation, filing methods, and records management techniques.
- Principles of providing functional direction and training.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- General office procedures, policies, and practices, as well as knowledge of computers and other general office equipment and associated software.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

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Ability to:

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, regulations, policies and procedures, and departmental policies governing the construction and inspection of buildings.
- Review, understand, interpret, and analyze construction blueprints, plans, specifications, architect and engineering drawings, and maps for conformance with City standards and policies.
- Detect faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Coordinate and deal with contractors, engineers, and property owners, as well as investigate building code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials; maintain accurate and precise records.
- Make accurate mathematical computations.
- Understand and carry out oral and written instructions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and two (2) 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:

- Possession of a valid California Class C Driver's License at the time of appointment and maintain an acceptable driving record by the City's insurance carrier.
- Must obtain residential certification in at least two (2) of the following disciplines: Building, Mechanical, Electrical, and/or Plumbing Inspection within 12 months of hire. Must obtain the remaining two (2) residential certifications (for a total of four [4] certifications) within 24 months of hire.

Note: Certificates must be issued by the International Association of Plumbing and Mechanical Officials (IAPMO) or the International Code Council (ICC). Alternative certifications may be substituted if determined acceptable.

OTHER INFORMATION

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.
- Dealing 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 10 pounds.
- While performing the essential functions of this job, the employee is occasionally required to walk, stand, and lift and/or move up to 15 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 roads in inclement weather.

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

Incumbents may be required to work weekends, special events, on-call, or outside of a normal work schedule.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.