

**CLASS SPECIFICATION**  
**Building Inspector II**

**GENERAL PURPOSE**

Under general supervision, performs all facets of skilled inspection work in the enforcement of building, ADA accessibility, Title 24 energy standards, zoning, fire, mechanical, plumbing, electrical, housing, and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Building Inspector II is the full journey-level class in the building inspection class series. An incumbent performs the full range of assigned duties in the building inspection function, including identifying and inspecting unsafe or defective construction.

Building Inspector II is distinguished from Senior Building Inspector in that the latter provides lead direction, training and assistance to Building Inspectors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists at a public counter and reviews permit applications, plans and specifications for buildings and related construction involving installation, repair, replacement and alteration for compliance with applicable codes and regulations.
2. Conducts inspections of buildings and construction and work sites requiring permits to enforce building, zoning, fire, mechanical, ADA accessibility, Title 24 energy standards, plumbing, electrical, housing, and related codes and regulations; inspects sites and buildings before construction or alteration to determine practicability of plans, compliance with regulations and validity of permits and licenses; inspects building sites during construction, alteration or repair for compliance with standards of building and related codes and regulations; inspects construction remodeling and repair work to ensure use of authorized materials and proper construction methods; orders corrections if work is in violation of codes/standards; identifies and inspects suspected unsafe or defective construction in response to complaints or observations.
3. Interprets codes and regulations, explains required inspections and construction requirements to owners, architects, engineers, contractors, lending institutions, realtors and the public; advises property owners and contractors on matters relevant to building permits, construction methods, materials, types of construction and occupancies.

4. Investigates and resolves complaints and problems; investigates complaints concerning new construction or work involving permits.
5. Prepares a variety of correspondence and reports; maintains records and files of inspections made; files and logs permit information.
6. Conducts fire damage inspections.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and methods used in various building construction craft areas, including plumbing, electrical, mechanical, ventilation, building construction and remodeling, zoning, seismic information and others.
2. Principles and practices of structural framing.
3. Laws, ordinances and codes regulating building construction and zoning.
4. Appropriate safety and fire prevention methods in construction.

### **Ability to:**

1. Review plans and specifications for building and related construction and determine compliance of plans with regulations and validity of permits.
2. Inspect building sites during construction, alteration or repair and interpret and enforce a wide range of building, zoning and related codes and regulations.
3. Detect and locate defective and unsafe construction.
4. Perform building inspection activities with minimum supervision.
5. Follow oral and written directions.
6. Communicate clearly and effectively, both orally and in writing.
7. Resolve job-related problems with property owners and contractors, architects, tenants, engineers, realtors and representatives of city and outside organizations and firms.
8. Maintain accurate records and prepare clear and concise reports and documentation.
9. Make sound judgments within established guidelines.
10. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
11. Establish and maintain effective working relationships with property owners, contractors, architects, engineers, utility companies and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D equivalent; and at least three years of municipal building experience that is equivalent to the Building Inspector I class specification with the City of Moreno Valley.

**Licenses; Certificates; Special Requirements:**

Must possess at the time of hire, at least two current and valid International Code Council (ICC) certificates from the “Residential Inspector” series, “Commercial Inspector” series, or “Plans Examiner” series.

A valid California state driver’s license and the ability to maintain insurability under the City’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; bend, grasp, stoop, kneel, crouch, twist, climb ladders or inclines, or crawl. The employee must frequently lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with property owners, contractors, architects, engineers, utility companies and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts, is exposed to wet and/or humid conditions and vibration, and works in confined or high, precarious places. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, dust and soil, slippery and uneven surfaces, risk of electrical shock and moving traffic. The noise level in the work environment is frequently loud. Employees may be required to work weekends and holidays.