

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Building Inspector I/II	Job Family: 3
General Classification: Front-Line	Job Grade: 25/29

Definitions:

Building Division: To perform on-site inspections to determine compliance during new construction and existing structures with commercial and residential building, plumbing, mechanical, electrical, housing, energy, and green building codes and other governing laws and ordinances, including, but not limited to: basic zoning, grading, and flood zone regulations; to determine adherence with the approved plans; to check plans and specifications; and to issue building permits and respond to inquiries from the public.

Housing: Assigned to support the Fire Department's Multi-Family Housing Inspection Program. To inspect existing multi-family housing and rental units and CDBG-funded rehabilitated housing units within the City in accordance with local ordinances; to maintain records and prepare reports pertaining to units inspected; to ensure fire and life safety and public health and safety.

Distinguishing Characteristics:

Building Inspector I: This is the entry-level class in the Building Inspector series. This class is distinguished from the Building Inspector II series by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Building Inspector II level. Employees may have only limited or no directly related field or counter work experience. Employees work under general supervision while learning job tasks. Receives general supervision from higher-level division staff. May receive technical direction from a Building Inspector II.

When Assigned to Building: Receives direct supervision from the Senior Building Inspector.

When Assigned to Fire: Receives direct supervision from the Deputy Fire Marshal.

Building Inspector II: This is the full journey-level class within the Building Inspector series. This class is distinguished from the Building Inspector I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating

procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level. Receives direction from higher-level division staff. May exercise technical supervision over less experienced staff.

When Assigned to Building: Receives direct supervision from the Senior Building Inspector.

When Assigned to Fire: Receives direct supervision from the Deputy Fire Marshal.

Examples of Duties: Duties may include, but are not limited to, the following:

Building

1. Perform field inspections of building construction, plumbing, mechanical, electrical, and green building installations in residential and commercial buildings to verify compliance with applicable codes and the approved plan.
2. Check plans for new construction or alterations or remodeling for existing structures; to ensure compliance with pertinent codes and accepted engineering practices.
3. Perform inspection of existing buildings for new business occupancies.
4. Review plans and applications for building permits; issue building permits; issue Certificates of Occupancy.
5. Confer with architects, planners, contractors, builders, and the general public in the field, office, and at the counter; explain and interpret requirements and restrictions.
6. Maintain forms, records, and field reports relative to inspection activities and document findings; submittal of inspection reports into a report tracking database system; perform other office duties as necessary.
7. Prepare clear, concise, and comprehensive reports, correspondence, and other required documents using a computer; daily use of Microsoft Office Suite, and other software programs as assigned.
8. Receive, respond to, and answer citizen questions at the permits counter and make recommendations for corrective actions; give information to the public regarding all phases of building construction and related fields.

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9. Investigate violations and complaints; recommend alternatives to supervisor.
10. Participate in training program for inspectors; keep current on new codes, ordinances, laws, and amendments.
11. Perform related duties as assigned.

Housing

1. Conduct mandatory routine inspections of multi-family housing rental units within the City; conduct inspections for service requests and complaints; inspect materials for identification and conformance to specifications.
2. Complete and maintain forms, records, and field reports relative to inspection activities and document findings; input of inspection reports into a report tracking database system(s).
3. Enforce zoning compliance at multi-family housing units as needed.
4. Work cooperatively with the Code Enforcement and Building Inspection Divisions to address compliance issues and conduct enforcement at multi-family housing units.
5. Prepare clear, concise, and comprehensive reports, correspondence, and other required documents using a computer and tablet; daily use of Microsoft Office Suite and other software programs as assigned.
6. Record amounts of work performed; prepare necessary reports for payments or cost recovery.
7. Provide information to building owners and tenants for compliance with all applicable codes and ordinances. As needed, establish written guidelines to assist building owners and tenants in their compliance efforts and keep written guidelines up to date; make recommendations for corrective actions.
8. Perform related duties as assigned.

Minimum Qualifications:

Building Inspector I

Knowledge of: Approved and modern methods, materials, tools, and safety used in building construction; basic building code requirements; building construction standards; office methods, procedures, computer software, and equipment.

Ability to: Increase knowledge of building and related codes and ordinances enforceable by the City, specifically: California Building Code, California Residential Code, California Plumbing Code, California Mechanical Code, California Electrical Code, Mountain View Green Building Code, California Energy Code, State Housing Law, International Property Maintenance Code, basic zoning, grading, and flood zone regulations; read, understand, and interpret construction blueprints, plans, and specifications; learn to use the Internet and navigate the web to research various codes, laws, and other related information/records; learn to inspect and analyze standard building construction and identify code violations; prepare accurate and precise reports and records; operate a computer using word processing and business software and other office equipment; perform assigned duties on construction and nonconstruction sites; communicate clearly and concisely, both orally and in writing; use safe work practices; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Two years of experience in the journey-level trade or as a contractor in a variety of building construction activities or in a public-sector building inspection department; OR eighteen (18) months as an Assistant Building Inspector with the City of Mountain View; equivalent to the completion of the 12th grade supplemented by coursework in building inspection or a related field; an AA degree in a related field is desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid Class C California Driver License at time of appointment; ability to obtain an International Code Council (ICC) certification as a residential or commercial building inspector or combination inspector within one year of hire.

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Working Conditions: Requires working in the office, field, and construction site environment; work at a public counter; may travel from site to site; exposure to noise, dust, and other potential indoor/outdoor hazards.

Building Inspector II

In addition to the qualifications for Building Inspector I:

Knowledge of: Building and related codes and ordinances enforceable by the City, specifically: California Building Code, California Residential Code, California Plumbing Code, California Mechanical Code, California Electrical Code, Mountain View Green Building Code, California Energy Code, State Housing Law, International Property Maintenance Code, basic zoning, grading, and flood zone requirements.

Ability to: Read, understand, and interpret construction blueprints, plans, and specifications; inspect and analyze standard building construction and identify code violations.

Experience and Training Guidelines: Combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Eighteen (18) months of experience performing duties comparable to that of Building Inspector I in the City of Mountain View; equivalent to the completion of the 12th grade supplemented by coursework in building inspection or a related field; an AA degree in a related field is desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, an appropriate California Driver License at time of appointment; possession of an International Code Council (ICC) certification as a residential or commercial building inspector or combination inspector. Possession of an ICC subtrade certification (electrical, mechanical, plumbing, green building, energy, etc.) or any similarly related certification (Office of Statewide Health and Planning Development, special inspector, or California Certified Access Specialist) and an AA degree in a related field is highly desirable.

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Established: February 1980

Revised: May 2019

HRD/CLASS SPECS

Building Inspector I/II