



## JOB DESCRIPTION

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# **BUILDING INSPECTOR I**

## **DEFINITION**

Under general supervision, conducts field inspections and checks construction alteration or repair of buildings and other structures; initiates enforcement action.

## **CLASS CHARACTERISTICS**

This is the entry level class into the Building Inspector series. Positions in this class perform the more routine and less difficult inspections.

## **EXAMPLES OF DUTIES**

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

1. Performs inspections of various phases of residential building construction for compliance to the various building codes.
2. Field checks electrical, plumbing and mechanical plans, layouts, and site plans of residential and commercial buildings for proper installation and use of materials to ensure compliance to appropriate codes and city-imposed conditions of approval.
3. Checks and approves building plans and specifications for residential and small commercial structures for compliance with applicable building, electrical, plumbing, occupancy and zoning codes, and city-imposed conditions of approval. Issues building and related permits for construction activities within the City.
4. Inspects and approves work at each of the required stages of completion and orders corrective action if necessary; makes final inspections for compliance to pertinent laws, regulations and codes; prepares reports of inspections and work completed; investigates code violations, posts "Stop Work" notices, and prepares reports of findings.
5. Advises and interprets codes to laymen, contractors, architects and others as required.
6. Makes studies and investigations of such problems as converting the use of a building, condemning a building, or bringing a violation case to prosecution; prepares reports of findings and recommends departmental action.
7. Inspects and approves the installation of mobile homes and the construction of accessory buildings and additions to mobile homes.
8. Enforces City of Rancho Mirage Municipal Code and may be required to conduct investigations of various municipal code violations.
9. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.



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### QUALIFICATIONS/GUIDELINES

#### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and two years of public agency building inspector experience is preferred, or four years of journey level experience in one or more of the general building trades, or a bachelor's degree and construction trade or inspection experience. ICBO certifications desirable.

#### Knowledge, Skills and Abilities

Considerable knowledge of building tools and materials, methods of building construction; accepted safety methods. Working knowledge of related laws, ordinances, rules and regulations; principles and techniques of building inspection. Ability to read, interpret and explain building plans, blueprints, specifications and building codes; make arithmetical computations rapidly and accurately, communicate effectively both orally and in writing, work effectively in the absence of supervision; establish and maintain cooperative working relationships.

### SPECIAL REQUIREMENTS

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

### WORKING CONDITIONS

Incumbents must be able to perform tasks related to maintenance and construction work which may include lifting objects weighing up to 50 pounds; moderate exposure to dust, temperature, noise, and inclement weather; occasional exposure to hazardous work construction.

### ESSENTIAL ELEMENTS

#### Physical Demands

Seeing general, hearing/listening, clear speech-simple, walking, kneeling, stooping, bending, sitting, driving car.

#### Work Environment

Works alone, with others, around others, verbal contact, face-to-face, inside, outside, extreme heat, temperature changes, wet and/or humid, mechanical and electrical equipment, moving objects, high places, and dirt/dust.

#### Mental Requirements

Reading simple and complex, writing simple, analyzing, perception/comprehension, math skills, judgment, and decision making.

#### Equipment

Computer, keyboard, telephone, calculator, and measuring equipment.