

# TOWN OF SAN ANSELMO

## BUILDING INSPECTOR

### DEFINITION

Perform inspections of residential, commercial, and industrial buildings and structures, and public works projects at all stages of construction, alteration, and repair; enforces building, electrical, plumbing, mechanical, zoning and fire codes and laws and ordinances regulating the construction of buildings; reviews building plans and specifications for conformance to codes and ordinances; issues permits; performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Building Official.
- May provide technical and functional supervision to clerical staff as appropriate.

### EXAMPLES OF DUTIES – duties may include, but are not limited to the following:

- Make field inspections of buildings, structures, and public works projects to ensure compliance with approved plans, specifications, and applicable building, electrical, plumbing, and mechanical codes, statutes, and regulations of the Town, county, state, and federal agencies.
- Review, approve, and issue permits for construction work.
- Check plans and specifications for completeness, accuracy, and compliance with codes and ordinances.
- Investigate code violations and complaints.
- Conduct residential resale inspections and prepare and issue reports upon sale of all residential property. Perform re-inspections and follow-up as necessary to gain compliance.
- Provide information and guidance to the public regarding codes, ordinances, and the permitting process.
- Provide technical information and interpretations regarding codes, ordinances and compliance methods to contractors, builders, designers, and the general public. Resolve difficult and complex code interpretation, enforcement, and inspection problems, issues, and conflicts.
- Prepare and maintain accurate records, reports, and files. Write clear and concise letters as needed.
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

- State and local building, electrical, plumbing, mechanical, energy, accessibility, and fire codes and local building, fire and zoning ordinances.
- Principles and techniques of building construction, building materials, and accepted safety standards.
- Principles and techniques of building inspection.

#### Ability to:

- Read, analyze and interpret building plans and specifications.
- Understand, interpret and apply codes, ordinances and regulations.
- Apply technical knowledge and use appropriate inspection techniques to examine workmanship and materials to detect deviations from plans, regulations and standard construction practices, during all phases of construction.

