

# 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.

- Make arithmetical computations rapidly and accurately.
- Work effectively with frequent disruptions. Analyze situations quickly and objectively, determine proper course of action, and complete assignments on time.
- Communicate clearly and concisely in English, both orally and in writing.
- Use Window-based computer programs such as MS Word and Excel. Know how to send and receive e-mail.
- Operate a car and pick-up truck safely, back vehicle a long distance, and steer through narrow areas.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and education:

The position requires any combination of experience and training that would likely provide the required knowledge and abilities to qualify. A typical way to demonstrate knowledge and ability would be:

Experience:

- Four years of responsible journey-level experience in the building trades, or as a contractor in a variety of construction activities.
- Three years of experience as a building inspector or related field involving inspection or code enforcement.

Education:

- Graduation from high school or equivalent to the completion of the 12<sup>th</sup> grade.
- College training in the field of civil engineering, architecture, or building technology may be substituted for equivalent years of work experience.

License or Certificate:

- Possession of, or ability to obtain within 3 months, a valid California driver's license.
- Possession of, or obtain within 6 months, certification by the International Conference of Building Officials as a Building Inspector or Combination Inspector.

**SPECIAL REQUIREMENTS**

On-site field inspections and office work requires a moderate amount of physical agility. On a continuous basis, sit at a desk or stand at a counter to answer questions of the public. Intermittently walk, stand, twist, squat, kneel, climb, and bend both in the office and in the field. Write by long hand and use a computer keyboard to communicate through written means. Frequently lift or carry weight of up to 10 pounds and occasionally up to 50 pounds. The nature of the work requires the individual to climb 30' to 40' ladders or scaffolding to reach high areas such as roofs, balance on narrow walkways or steep-pitched roofs, crawl through narrow openings and in confined spaces. During inspections, individual may be required to walk on uneven surfaces. Work will require exposure to intermittent uncomfortable working conditions such as dust, noise, and extreme cold or heat. Inspections are done out-of-doors year round.

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